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- A. Occupancy By Staff and Patrons
- B. Type and Size of Collection Library Stack Area
- C. FLEXIBILITY AND EXPANDABILITY
- D. STAFF EFFICIENCY
- E. ENERGY EFFICIENCY
- F. FENESTRATION
- G. Space Finishes
- H. Access for the Disabled
- J. ILLUMINATION
- K. Power, and data communication requirements
- L. SECURITY SYSTEMS

- N. AUDIO-VISUAL SYSTEMS
- O. VISUAL SUPERVISION
- P. MASTER LIST OF FURNITURE AND EQUIPMENT
- O REST ROOMS

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- A. AUDIO-VISUAL AREA
- B. Branch Librarian's Office

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- D. CHECK OUT DESK
- E. CHILDREN'S AREA
- F. COMPUTER CENTER
- G. FICTION COLLECTION
- H. GENERAL BUILDING SERVICES
- I. INFORMATION DESK
- J. LITERACY CENTER
- L. MEETING ROOM
- M. Non-Fiction Collection
- N. OQUTREACH SERVICESIET ROOM
- O. QUIET ROOMOUTREACH SERVICES
- P. Spanish Language Collection
- Q. STAFF SERVICES
- R. Young Adult

VII. SUMMARY OF FACILITY SPACE REQUIREMENTS

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VIII. SPACE DESCRIPTIONS

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- A. AUDIO-VISUAL AREA 296 So. FT.
- B. BRANCH LIBRARIAN'S OFFICE 127 Sq. FT.
- C. BROWSING 147 Sq. FT.
- D. CHECK OUT DESK, CIRCULATION WORK -1,143 Sq. Ft.

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- F. COMPUTER CENTER 505 Sq. Ft.
- G. FICTION COLLECTION 573 Sq. Ft.
- H. GENERAL BUILDING SERVICES 379 So. FT.
- I. INFORMATION DESK 4370 SQ. FT.
- J. LITERACY CENTER 715 SQ. FT.
- K. LOBBY 0 Sq. FT.
- L. MEETING ROOM 768 Sq. FT
- M. NON-FICTION COLLECTION 120 Sq. Ft.
- N. OUTREACH SERVICES 181 Sq. FT.
- O. QUIET ROOM 490 Sq. FT.
- P. SPANISH LANGUAGE COLLECTION 523 Sq. FT.
- Q. STAFF SERVICES 228 Sq. Ft.
- R. YOUNG ADULT 460 Sq. FT

IX. PRELIMINARY PROJECT BUDGET

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APPENDIX IV.D.1 STANDARD LIBRARY SIGN	
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I. Overview and Introduction

A. General introduction to the project

- 1. Overview of the need for the project
 - a) Fresno County Library's master facility planning document (draft 9-02, final 2-03), The Heart of a Community: It's Public Library:

 Meeting Library Needs for Fresno County Residents: 2002-2020, identifies these facts about the project:
 - (1) The building is in a leased facility; the County's Fresno County Library's goal is to have owned facilities. The county leased the 960 square foot building in 1956, and the library has remained there.
 - (2) It has never been structurally renovated. The existing library has 960 square feet of space in an existing building adjacent to City Hall in Mendota, California. The structure was constructed in the 1950's and the library is the only occupant. The structure is single story masonry construction. The masonry walls appear to have minimal reinforcing and insulation. There are numerous cracks in the walls, especially around openings. There are signs of water leakage through the walls and edges of the roof which have resulted in damage to surrounding materials. Existing shelving has minimal bracing and could not withstand expected seismic events. It has never been structurally renovated.
 - (3) The building's condition is inadequate:
 - (a) Disabled access: the current facilities do not comply with the Americans with Disabilities Act or California Title 24 accessibility requirements. Doors do not comply with accessibility requirements.
 - (i) The single restroom cannot be adapted and would have to be totally replaced with separate restrooms for each sex. This construction would result in loss of approximately ten percent of the usable library space.



(ii) There are no accessible parking spaces for the library. There is a single restroom, which is not accessible.[p2]



(d)(c) (b)Site: the site is in the existing downtown area. There is no dedicated parking for the library and no place to have outdoor activities. The drainage around the building is not adequate to prevent water from collecting adjacent to the building. The rear door has a small landing that is lower than the surrounding grassed area and allows water to enter under the rear door. Parking is limited to street parking in front of the building and occasional use of the adjacent city lot.





(c)(d) Unattractive interior and exterior concrete walls





(d)(e) Health and safety: there is evidence of materials deteriorating from water leakage with the resulting potential for mold in the walls. Due to the age of the structure and materials observed, asbestos containing materials and lead-based paint will be found. The damage from water leakage will increase the likelihood that asbestos or lead will be released. The exterior doors have metal security grilles but there is no security system in the building. The heating system does not provide fresh air into the building. Ventilation of the toilet room is provided by a window (if open).

(d)(f) Electrical and communication systems in the building are inadequate for the extensive use of computers and related equipment now necessary for a library. The building is a storefront and not designed for the needs of a modern library.

(g) The building is a storefront and not designed for the needs of a modern library. T\(\text{The current building} \) of 960 square feet should will need to be over 12,000 square feet to meet the needs of residents. This is

8% of the space needed. The current facility occupies the entire building and there is not sufficient room on the site to expand the building. The small size of available space (less than 1,000 square feet verses 12,500 square feet for the new facility) limits the layout and types of services that can be provided in the current facility.

(f)Acoustics: the facility is one open room with mostly hard surfaces on the walls and ceiling. Due to the small area and hard surfaces, there are no quiet areas for reading or studying without being aware of all of the other activities in the building. There is no acoustical separation between an adult seeking quiet reading and children's activities. There is no meeting or programming space. The restroom sink serves as the clean up area for craft projects and is not accessible.

(g)Computers are limited, and there is no lab for training.



(h) The existing space is approximately twenty feet wide by forty-five feet deep. The small size limits the layout of the spaces and eliminates the ability to create private, noise controlled areas.

(h)(i) Spaces for children, teen, and adults are very limited.

(i)(ii) The magazine reading area is in a small corner.

(iii) There is no meeting or programming space. The restroom sink serves as the clean up area for craft projects and is not accessible.
(i)(iv) The reference area is limited to shelves behind the front desk.

(i)(v) Computers are limited, and there is no lab for training.



(i) The existing facility does not comply with California Title 24 energy standards and would take extensive renovations in order to comply. Glazing is all single glass. Other than the possibility of thin insulation board added to the roof during past roofing projects, there is no insulation in the walls or roof/ceiling systems. General lighting is provided by bare fluorescent tubes mounted to the ceilingBare fluorescent tubes mounted to the ceiling provide general lighting. Air conditioning is provided by window air conditioning units mounted through the masonry walls Window air conditioning units mounted through the masonry walls provide air conditioning. Heating is provided by a floor mounted gas heater vented through the exterior wall A floor mounted gas heater vented through the exterior wall provides heating; staff must watch that library users do not get too close, or they may burn themselves. Neither the air conditioning nor the heating is adequate to provide year round comfort or to protect the collection.



The single heating source is a gas heater. Staff must watch that library users do not get too close, or they may burn themselves.

(!)(j) The staff workroom is cramped and inadequate in space. It also serves as the area to house the library's telecommunication equipment. There is no staff lounge.



8.

2. The time schedule for the Mendota Library Project is

<u>ACTIVITY</u>	<u>DATE</u>
Planning and Land Use Permits Obtained (If Applicable)	
Site Acquired	03/11/03

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Mendota Neighborhood Library

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Schematic Plans Completion	03/11/03
Design Development Plans Completion	12/15/03
Working Drawings (90%) Completion	03/15/04
Construction Documents Completion	04/22/04
Project Advertised for Bids	05/06/04
Start of Construction	06/29/04
Estimated Mid-Point of Construction	01/01/05
Completion of Construction	06/08/05
Opening of Library Building to the Public	06/30/05
Final Fiscal & Program Compliance Review Completed	11/16/05

B. Discuss the relationship of the library building program to the architectural design process.

1. The library building programBuilding Program is presented as a document to the architects during the interview and contract process. The architects are instructed that they must design a building, which meets the requirement of the library building program Building Program. They are instructed to design from the inside out. Our experience has shown that our architects are able to read and understand our building programBuilding Programs and design buildings, which meet the requirements of the building programBuilding Program. The process starts with a chart of adjacency requirements, progresses to a bubble diagram, thean the first layouts. Two or more iterations follow. At this junction, a community meeting is held to discuss the site, placement of the building on the site, proposed layout, and architectural theme. At this meeting the architects present an array of options for exterior treatment and discuss building themes and ask those at the meeting for their input. Architects thean spend further time refining the site and interior layout and finally implement the theme and exterior design. Staff constantly reviews the design to insure that the elements requested in the building programBuilding Program are represented in the design and that adjacency requirements are met. The entire package is thean represented to the community for their review. This completes the conceptual phase and a critical and key design phase. The Building Program continues to play a guiding role as the architect(s) enter subsequent phases. For example, staff meets with the architects and engineers for electrical, data, HVAC, and lighting requirements to make sure the detail of the building programBuilding Program is implemented. Conversations with the architects and engineers may lead to refining some details of the building programBuilding Program.

C. Identify and discuss the roles and interrelationships of the library building team members.

1. Fresno County Library staff believe that libraries are designed to serve

their users. There are four key teams.

- a) The process starts with the community. Staff have been working with members of the Mendota community -since 1990 when Mendota was identified as a Phase I project in the 1990 Library Facilities Master Plan. This process is fully described in the Needs Assessment document. Needs Aassessment leads to the development of a Plan of Service and the Plan of Service to a Building Program. Community input is sought during this entire process.
- b) Library staff are the second team. Library staff include staff from the branch library, their supervisor, Facilities Planning staff, the Associate County Librarian, and the County Librarian. Other departmental staff is consulted, e.g., the Jobs/Career Librarian. Maintenance Staff, Children and Young Adult Librarians, etc.
- c) The third team is comprised of members of the county staff from Public Works (Planning, Capital Development, Real Property, Construction Management), Purchasing and County Counsel. Public Works assigns an architect from Capital Development for each library project. Their role is to assist the library with hiring of the architect, contract compliance, advise the library on technical aspects of design, review the budget and schedule, and finally bidding and award. Once the bid is awarded the project is turned over to Construction Management whose staff supervise the construction, monitor the contractor's compliance, coordinate with library staff on all issues including furniture and equipment delivery, create the punch list, and finally sign off on the building.
- d) The fourth team is the architect(s). Their role is described in I.B.1. above.

II. Background information about the library and parent institution A. Brief History of the Library

1. The Mendota Library was established in 1919 in a building rented by the County and occupied a series of rented buildings. The facilities occupied were poor: a cabin in an auto court, a room fixed for the library in part of a garage. In 1956 the library moved to a building built by a private individual for the library. The library has remained in that same facility ever since. It is 960 square feet with concrete block walls, "swamp cooler" and window air conditioning and a stand-alone gas stove.

B. Brief History of Mendota

- 1. The Fresno County Council of governments provides the following brief history of Mendota. "The Southern Pacific Railroad established a storage and switching facility in 1891 at the site of present-day Mendota. The City of Mendota, however, was not incorporated until 1942. The wildlife refuge to the east of town is complemented by abundant croplands in all the surrounding area. Mendota has traditionally been almost entirely dependent on agriculture for its economic well being, and has gained recognition as the Cantaloupe Center of the World. The city's goal is to move from dependence on the seasonal crops to a more year-round operation. A key factor in this strategy is the Mendota Biomass Power, Ltd. project which has been a significant stimulus to the local economy and the search for a federal prison. Recreational opportunities are abundant, with three city parks in addition to the county and state administered parklands, and an active sports and activity program. Hunting and fishing are excellent in the area."
- 2. Cal⁺ttrans is studying options for the realignment of Highway 180, which currently divides Mendota in two. The future alignment will circle Mendota. Several options are being studied, but library and city staff believe the most likely alignment will be around the south end of the city (near the proposed prison) with an access ramp onto current Highway 33. This alignment will center the Mendota Library in the heart of the community.

C. Description of the Service Area, user groups, now and future.

- 1. The Library service area surrounding this community is depicted on a service area map in Appendix II.C.1.
- 2. Current Mendota population is 9,712 with a projected figure of 20,000 for 2020. These figures are from a study by Florida State University based on registration data of 2001 to establish service area. Census data was overlaid on the service area map. (For more details about the user groups, now and future, see the Mendota Library Needs Assessment.)

D. Finances for library operations and capital funding

1. The Fresno County Library has reserved \$-523,013 through fiscal year 2003. The remainder of the funds will be pledged as a part of the grant application.

- 2. Funds for library operations, library materials, etc. are budgeted in the library's various budgets and divisions.
- 3. The Mendota Unified School Board donated a 50₋-foot wide parcel of land along Belmont Avenue between Mendota High School and Derrick Avenue. This enabled the library to purchase less land for the project.

E. Projected Use statistics

- 1. The Mendota Neighborhood Library will be open thirty-two (32) hours a week, five (5) days a week. Hours and days are reviewed twice annually to make sure the days and hours of opening meet community needs.
- 2. <u>Fifty percent (50%)</u> of the population in the service area will have a library card, and check out an average of two to three items a year.
- 3. Users will have 95 to 100% of their questions answered correctly, and there will never be more than five people waiting to read a book.
- 4. The Meeting Room will be used 60% to 75% percent of the hours the library is open for library programs or community programs and meetings.
- 5. One to two different kinds of programs for children will be offered 42 weeks a year. Library programs are held both inside the library and offsite. Programs for teens and adults will also be offered. 1000 people will attend these programs annually.
- 6. Mendota Unified School District and Fresno County Library have joined together to provide enhanced services to students through the Joint Use/Venture Agreement. Areas of focus include a computer center, family literacy center and outreach services, homework center, career center, shared electronics and telecommunications, and school/community learning enrichment programs. The Library will maintain a set of textbooks purchased by the school district on reserve for use by students
- 7. Multiple PC's (loaded with Internet, library catalogs, office productivity tools, and access to a variety of databases including magazines) will be available.
- 8. 8. Literacy Services from the Aprendo Van are estimated to be to 200 families a year. Literacy Assistance (direct assistance, instruction on computer, information and referral, assistance with collection) will be given to an estimated 150 to 300 people a year.

Literacy Services will be provided to _____ people per year. Get

III. Overview of Requirements of the Mendota Library

A. Description of the site

1. The site is on southeast corner of Highway 33 (Derrick) and Belmont. It is part of a 2.7-acre parcel. The library will be on Belmont rather than the corner. This site was selected to be adjacent to the high school, which is to the east, and further back from the traffic of Highway 33. This is a prominent site, which will serve as the heart of the present and future community and make a prominent placement and architectural statement about the importance of education and culture in the Mendota community. The library is part of a 20-acre parcel, which the developer plans to develop with other community service agencies and commercial. Commercial shopping, especially for groceries is adjacent on two corners. The high school is on the same block. The community's middle school and grammar school are within 6 or 7 blocks.

B. Building size and levels

- 1. The Library facility is projected to be a single story building of approximately 12,000 square feet. Florida State University in a 2001 study plotted Mendota Service area boundaries based on 2001 patron registrations for Mendota and verified those boundaries with library staff. The cCurrent population of the service area is 9,712 with 13,736 projected for 2010 and 16,738 projected for 2020. The City Manager of Mendota is projecting 25,000, which but that is based on the expected success of several projects to bring new businesses to the city such as a Federal Prison, a mushroom growing plant, etc. Library staff believes 25,000 is overly optimistic because of the limitations of water. Accordingly the library is using 20,000 for its projected population.
- 2. The final size of the building will be dictated by the layout during conceptual planning.

IV. Exterior Consideration

A. Landscaping

- 1. Since the library will be surrounded by other community agencies, the landscape and exterior space should provide a link to those spaces. At the same time it should serve as an inviting outdoor plaza for a stark, hot community. The plaza or commons feature is seen as part of the role of the library to create egalitarian opportunities for people to meet friends and acquaintances as well as people they do not know. Shading with arbors and/or trees and benches will should invite those using the library or other agencies to linger or provide a place to wait comfortably for services whether in the building of a nearby agency or on a mobile unit which has traveled to Mendota to provide service. It should be safe for children and comfortable and inviting to teens who may stop by on their way home from the high school.
- 2. Low maintenance is mandatory. Color spots to provide interest may be included.
- 3. The landscaping will-shall shall meet the requirements of the City of Mendota and complement the existing surrounding landscaping.
- 4. The exterior landscape construction (pathways, walks, curbs, parking stalls, etc.) will shall comply shall comply with the County of Fresno requirements and shall meet all ADA mandates.
- 5. Landscaping is to be sensitive to dust which blows strongly in this agricultural community.

B. Outdoor Seating

1. Outdoor Gathering Area: There must be an outdoor gathering area, which provides an opportunity for community events, visiting with other library users, and a place for people to wait who might be using the services of the county's mobile units which will be invited to provide service from this site.

C. Parking

- 1. Patrons will arrive on foot, bike, via public transportation and by car travelling from the nearby community and outlying farm areas.
- 2. Parking will shall shall comply with the County of Fresno requirements.
- Access to the parking area should provide maximum safety. A passenger drop off zone is desirable. One parking stall near the entrance the staff uses will should should be reserved for a library delivery truck, or maintenance van; the length of these visits shall range from one hour to four hours.
- 4. The entry will should should be directly linked to public parking.
- 5. Some of the parking in the proximity of the exterior in-the-wall-bookreturn shall will shall be designated as short-term parking.
- 6. Parking for the library's mobile literacy unit is to will is to be provided.

D. Signage

- 1. This building will shall shall be identified as a neighborhood library of the Fresno County Public Library using the standardized County Library sign. See sample in Appendix IV.D.1
- 2. It will shall be well lighted and protected from vandalism.
- **3.** If permissible, install directional signs on nearby streets.

E. Visibility and Appearance of Building

- 1. The library is set to the front of the lot on West Belmont Avenue and is visible from adjacent Derrick. Traffic studies indicate this one of the highest traffic intersections in the community.
- 2. Mendota does not have a unique architectural style. The nearby high school is one of the newest and most prominent buildings in the community. The library's appearance must be inviting if it is to be the heart of the community; it should express a sense of dignity befitting a public building of cultural and educational significance.



- 3. All exterior materials <u>will_shall_shall_meet code standards</u>, <u>will_shall_</u>
- 4. The entryway should not create an area where people can congregate without being seen at night.

F. Lighting

- 1. The library entrances, emergency exits, book drop depository, adjacent walkways and immediate landscape should be well lighted for public safety and building security.
- 2. Photovoltaic timers will should should be used where possible.
- 3. Exterior lighting should, highlight the building, provide safety, and help light pathways and the exterior bookdrop to avoid tripping. Special care

must be provided to areas where seniors leave the pavement to enter their cars. Library experience has shown them prone to tripping and falling over curbs, which are not well lit.

4. Lighting will should be provided for evening events in the public space.

8

V. General Requirements of the Library Building

A. Occupancy By Staff and Patrons

- 1. Fresno County has standards for its various types of libraries. The following are minimum standards for communities serving up to 20,000.
 - a) Conference/Meeting Room <u>for 100 people</u>. Based on conversations with the community, this was changed to 60 people.
 - b) Computer Center for 10. The lab contains 10 stations plus one station for the instructor.
 - c) Audio Visual Listening Stations---4
 - d) Staff—6. The plan need not have a designated desk for each person. Some spaces will be shared or staff does not need a space, e.g. a book shelver.
 - e) Study Carrels---3
 - f) Four Four-Place Tables---4
 - g) Lounge Seats---8
 - h) The Mendota Building Program meets and/or exceeds all these requirements unless noted above.
- 2. Indoor Seating
 - Seating for the public will include a variety of types from the traditional straight hardwood chairs at tables and study carrels to stools and ergonomic work chairs at computer work stations, comfortable lounge seating with some footstools in informal reading areas, teen seating, colorful children's floor and toy-type furniture and stackable chairs for the Conference/Programming Room.
 - b) Each will be selected for durability, ease of maintenance, safety, lower back support, and comfort as well as appropriateness to the area of the library and to the overall interior design plan. Fabrics are to be sturdy and soil resistant, and easily cleaned. Carpet castors are to be specified for chairs with wheels. Chairs should be able to be pushed close to tables and carrels.
 - c) The library will have quiet areas for individual use and areas for group use. Light socialization is expected, and space and furnishings should accommodate this without interfering with the serious users who desires quiet.
 - d) Tables are to be no more than four seats as research has shown that larger tables are not used; tables in the adult area should be rectangular as this best promotes work and concentration. The exceptions are children's tables, which may be round and rectangular, and conference room tables.
 - e) People like to sit with their backs and sides "protected," and seating should be arranged accordingly.

B. Type and Size of Collection Library Stack Area

- 1. General principles are summarized here.
- 2. Furniture, Fixtures, Equipment: **E**equipment is comprised of regular library stacks) and display racks for books, cassettes/CD, videos, future formats such as DVDs, and periodicals.
 - Shelving layout and bookshelf height in each area influence storage efficiency.
 - (1) General criteria
 - (a) In general, 84" high with 77 shelf high units should be used throughout the adult and young adult
 - (b) Some lower shelving may be considered for young adult materials.
 - (c) 66" high with 4-5 shelf high units should be used to house periodicals in adult and young adult areas.
 - (d) For children 45" high with -3 shelf high units are used for picture books and 66"high with -5 shelf units for fiction and non-fiction.
 - (e) In addition to book shelving efficiency, the shelving layout should define reader areas as well as break up large spaces into spaces that are more intimate.
 - (f) Often a single staff person will supervise the building, so care must be taken to avoid blocking the view from staff areas to the readers and to avoid heavy traffic among readers.
 - (g) Every attempt must also be made to locate rows of shelving so that the books can be grouped logically according to the library classification scheme.
 - (h) Care should be taken not to create overly long ranges. Groupings of 6 to 10 sections to create a range are appropriate.
 - (i) Materials will be in Spanish and English.
 - (2) Specific Criteria: The details are below in Shelving the Library's Collection.
- 3. Functional Activities and Occupancy: Tthis area is the library proper the public area that houses all equipment designed to hold library materials. The tables on the next pages list the allocation of the library collection.

Allocation of the Library's Book Collection

CATEGORY

Subcategory Volume Type	Percent of Collection	Projected	Percent in	Projected Volumes/ Volumes on Shelf	
Adult/Young Adult	49.40%	18,600	19.11%	15,045	
	43.40 /0	10,000	13.1170	10,040	10.72
Browsing	0.500/	200	F0 000/	100	0
New Books	0.53%	200	50.00%	100	8
New Books (Face Out)	0.27%	100	50.00%	50	1
Fiction	4.4504	1.750	00.000/	1 100	0
Fiction	4.65%	1,750	20.00%	1,400	8
Paperbacks	2.66%	1,000	30.00%	700	16
Large Print	0.500/	200	F 000/	100	0
Large Print	0.53%	200	5.00%	190	8
Literacy	2.2/0/	050	0.000/	050	0.4
Literacy	2.26%	850	0.00%	850	24
Literacy Reference	0.13%	50	0.00%	50	12
Literacy Self Instruction	0.27%	100	40.00%	60	10
Local History	0.070/	100	F 000/	05	0
Local History	0.27%	100	5.00%	95	8
Non-Fiction	E 040/	0.000	45.000/	1 700	0
Non-Fiction	5.31%	2,000	15.00%	1,700	8
Ready Reference	0.400/	50	0.000/	50	,
Ready Reference	0.13%	50	0.00%	50	6
Reference	4.4504	4.750	0.000/	4.750	,
Reference	4.65%	1,750	0.00%	1,750	6
Reference (Encyclopedias, Directories, Etc.)	0.53%	200	0.00%	200	6
Spanish Language		0.500	00.000/	4.750	47
Spanish Language Fiction	6.64%	2,500	30.00%	1,750	17
Spanish Language Non-Fiction	11.95%	4,500	15.00%	3,825	8
Young Adult	4.000/	750	00.000/	505	40
Young Adult	1.99%	750	30.00%	525	12
Young Adult Fiction	0.66%	250	30.00%	175	13
Young Adult Non-Fiction	3.32%	1,250	30.00%	875	11
Young Adult Paperbacks	2.66%	1,000	30.00%	700	16

CATEGORY

Subcategory Volume Type	Percent of Collection	Projected Total	Percent in Circulation	Projected Volumes on Shelf	Volumes/ Linear Feet
Children/Juvenile	<u>50.60%</u>	<u>19,050</u>	<u>26.05%</u>	<u>14,088</u>	<u>17</u>
Children's Easy Readers					
Children's Easy Readers	1.99%	750	25.00%	563	20
Children's Picture Books					
Children's Picture Books	7.97%	3,000	35.00%	1,950	20
Children's Spanish Language Picture Books	5.31%	2,000	45.00%	1,100	33
Children's Ready Reference					
Children's Ready Reference	0.27%	100	0.00%	100	8
Children's Reference					
Children's Reference	2.66%	1,000	0.00%	1,000	8
Children's Spanish Language					
Children's Spanish Language	1.33%	500	25.00%	375	20
Homework					
Homework	1.33%	500	10.00%	450	8
Juvenile Fiction					
Juvenile Fiction	7.97%	3,000	30.00%	2,100	13
Juvenile Non-Fiction					
Juvenile Non-Fiction	13.28%	5,000	25.00%	3,750	13
Juvenile Spanish Language					
Juvenile Spanish Language	5.31%	2,000	25.00%	1,500	20
Juvenile Spanish Language Non-Fiction	3.19%	1,200	0.00%	1,200	24
Totals:	<u>100.00%</u>	<u>37,650</u>	<u>22.62%</u>	<u>29,133</u>	12.83

ALLOCATION OF THE LIBRARY'S MULTIMEDIA COLLECTION

CATEGORY

Outratanam		Danasakaf	Doolookod	Dama and in	Projected '	Volumes/
Subcategory Volume Typ	10	Percent of Collection	Projected Total	Percent in Circulation	Volumes on Shelf	Linear
Adult/Young Adult		39.39%	3,250	22.31%	2,525	16.42
	-44-	<u>33.33 / 0</u>	<u>5,250</u>	<u>ZZ.3170</u>	2,323	10.72
Audio Book Casse		0.000/	750	20.000/	F2F	10
Audio Book Comp		9.09%	750	30.00%	525	10
Audio Book Comp Audio Book CD		1.21%	100	30.00%	70	25
Audio Compact Di		1.2170	100	30.00%	70	20
Audio Compact Di	` '	13.33%	1,100	30.00%	770	25
DVD	. DISC (CD)	13.3370	1,100	30.0076	770	25
DVD		1.21%	100	20.00%	80	25
Spanish Language	9	1.2170	100	20.0070	00	20
Spanish Language		3.03%	250	0.00%	250	8
Video Cassette		7.88%	650	0.00%	650	12
Video Cassette						
Video Cassette		3.64%	300	40.00%	180	10
Children/Juvenile		60.61%	<u>5,000</u>	<u>36.50%</u>	<u>3,175</u>	<u>19.42</u>
Audio Cassette						
Audio Cassette		3.03%	250	40.00%	150	19
Audio Compact Di	isc (CD)					
Audio Compact	Disc (CD)	9.09%	750	40.00%	450	25
CD-ROM						
CD-ROM		0.01%	1	20.00%	1	25
Children's Spanis						
Video Cassette	, Spanish	9.09%	750	40.00%	450	12
DVD						
DVD		3.02%	249	20.00%	199	25
Media Kits	0 " " " " " " " " " " " " " " " " " " "	45.450/	4.050	00.000/	0.75	00
	o Cassette W/ Book)	15.15%	1,250	30.00%	875	20
Video Cassette Video Cassette		21 210/	1 750	40.000/	1 050	10
video Casselle		21.21%	1,750	40.00%	1,050	IU
	Totals:	<u>100.00%</u>	<u>8,250</u>	<u>30.91%</u>	<u>5,700</u>	<u>17.92</u>

Fresno County Library Building Program

Report Printed on:
12/5/200312/3/200303/40/0303/05/0303/05/0303/05/0303/05/0303/05/0303/05/0303/05/0303/05/0303/05/0303/05/0303/05/0303/05/0303/05/0303/05/0303/05/0303/05/0303/05/0

Mendota Neighborhood Library

ALLOCATION OF THE LIBRARY'S PERIODICAL COLLECTION

CATEGORY

Subcategory Volume Type Adult/Young Adult	Percent of Collection 76.00%	Projected Total <u>76</u>	Percent in Circulation 0.00%	Projected Volumes on Shelf <u>76</u>	Volumes/ Linear 1
Back Issue Magazines				_	_
Back Issue Magazines	30.00%	30	0.00%	30	1
Current Magazines					
Current Magazines	12.00%	12	0.00%	12	1
Current Spanish Language Magazines	20.00%	20	0.00%	20	1
Current Newspapers					
Current Newspapers	2.00%	2	0.00%	2	1
Current Spanish Language Newspapers	4.00%	4	0.00%	4	1
Young Adult Current					
Young Adult Current Magazines	8.00%	8	0.00%	8	1
Children/Juvenile	<u>24.00%</u>	<u>24</u>	0.00%	<u>24</u>	<u>1</u>
Children's Back Issue					
Children's Back Issue Magazines	10.00%	10	0.00%	10	1
Children's Current Magazines					
Children's Current Magazines	8.00%	8	0.00%	8	1
Children's Current Spanish Language Magazines	6.00%	6	0.00%	6	1
Totals:	100.00%	<u>100</u>	0.00%	<u>100</u>	

SHELVING THE LIBRARY'S COLLECTIONS

TYPE						
CATEGORY	Projected Volumes/		SHELVING			
Volume Type	Volumes		UNIT SqFt/		TOTAL	
Shelving Type	on Shelf	Linear	QTY		SqFt	
Book						
ADULT/YOUNG ADULT	<u>15,045</u>	<u>10.42</u>			<u>1,404</u>	
Fiction						
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves	1,400	8	5	18	90	
Large Print			_			
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves	190	8	2	12	24	
Literacy	050	0.4	2	40	0.4	
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves Literacy Reference	850	24	2	12	24	
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves	50	12	1	12	12	
Literacy Self Instruction	30	12	•	12	12	
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves	60	10	1	12	12	
Local History						
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves	95	8	1	12	12	
New Books						
36" Aisle DF 42"H Steel Shelving W/ 6 Shelves	100	8	1	23	18	
New Books (Face Out)			_			
44" Aisle DF 45"H Magazine Display Shelving W/4	4 Shelves	0 1	5	23	110	
Non-Fiction	4.700	0	0	40	400	
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves	1,700	8	6	18	108	
Paperbacks Paperback "Spinner" W/ 4 Rotor Towers	700	16	2	70	140	
Ready Reference	700	10	2	70	170	
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves	50	6	1	12	12	
Reference		· ·	•			
36" Aisle DF 90"H Steel Shelving W/ 12 Shelves	1,750	6	9	18	162	
Reference (Encyclopedias, Directories, Etc.)						
36" Aisle DF 45"H Steel Shelving W/ 6 Shelves	200	6	2	18	36	
Spanish Language Fiction			_			
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves	1,750	17	5	12	60	
Spanish Language Non-Fiction	2 025	0	27	10	224	
36" Aisle SF 90"H Steel Shelving W/ 6 Shelves Young Adult	3,825	8	27	12	324	
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves	525	12	3	12	36	
Young Adult Fiction	525	14	5	12	50	
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves	175	13	1	12	12	
Young Adult Non-Fiction	_	-				
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves	875	11	6	12	72	

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Mendota Neighborhood Library

Young Adult Paperbacks Paperback "Spinner" W/ 4 Rotor Towers

700

16

2 70 140

Mendota Neighborhood Library

TYPE					
CATEGORY	Projected Volumes/		SHELVING		
Volume Type	Volumes		UNIT	SqFt/	TOTAL
Shelving Type	on Shelf	Linear	QTY		SqFt
Book					
CHILDREN/JUVENILE	14,088	<u>17</u>			<u>912</u>
Children's Easy Readers		· 			
36" Aisle DF 45"H Steel Shelving W/ 6 Shelves	563	20	2	18	36
Children's Picture Books					
36" Aisle DF 45"H Steel Shelving W/ 6 Shelves	1,950	20	6	18	108
Children's Ready Reference					
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves	100	8	2	12	24
Children's Reference					
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves	1,000	8	14	12	168
Children's Spanish Language					
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves	375	20	3	12	36
Children's Spanish Language Picture Books					
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves	1,100	33	4	12	48
Homework		_	_		
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves	450	8	7	12	84
Juvenile Fiction					
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves	2,100	13	6	18	108
Juvenile Non-Fiction	0.750	4.0	4.0	4.0	400
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves	3,750	13	10	18	180
Juvenile Spanish Language	4.500		_	4.0	
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves	1,500	20	5	12	60
Juvenile Spanish Language Non-Fiction	4.000	0.4	_	40	00
36" Aisle SF 66"H Steel Shelving W/ 4 Shelves	1,200	24	5	12	60
<u>Totals for Book:</u>	<u>29,133</u>	<u>12.83</u>			<u>2,316</u>

7	7	Y	P	F

Projected Volumes	Volumes/			TOTAL
on Shelf	Linear	QTY	·	SqFt
<u>2,525</u>	<u>16.42</u>			<u>242</u>
525	10	4	12	48
70	25	1	24	24
770	25	3	24	36
80	25	1	24	24
250	8	3	12	36
Chalua 40	0 40	4	20	00
Sneivs	0 10	1	20	20
650	12	3	18	54
3,175	19.42			394
150	19	1	70	70
450	25	2	24	48
		_		
1	25	1	24	24
400	05	4	0.4	0.4
199	25	1	24	24
875	20	8	12	96
010	20	J	12	00
Shelvs1,0	50 10	8	20	96
450	12	2	18	36
<u>5,700</u>	<u>17.92</u>			<u>636</u>
	Volumes on Shelf 2,525 525 70 770 80 250 Shelvs18 650 3,175 150 450 1 199 875 Shelvs1,0	on Shelf Linear 2,525 16.42 525 10 70 25 770 25 80 25 250 8 Shelvs180 10 650 12 3,175 19.42 150 19 450 25 199 25 875 20 Shelvs1,050 10 450 12	Volumes on Shelf Linear UNIT QTY 2,525 16.42 525 10 4 70 25 1 770 25 3 80 25 1 250 8 3 Shelvs180 10 1 650 12 3 3,175 19.42 150 19 1 450 25 2 1 25 1 199 25 1 875 20 8 Shelvs1,050 10 8	Volumes on Shelf Linear UNIT QTY SqFt/ QTY 2,525 16.42 525 10 4 12 70 25 1 24 80 25 1 24 80 25 1 24 80 25 1 24 80 25 1 24 80 25 1 24 80 25 1 24 80 25 1 20 80 25 1 20 80 25 1 20 80 12 3 18 10 10 1 20 10 10 1 20 10 1 1 20 10 1 1 20 10 1 1 20 10 1 2 1 10 1

TYI	PΕ
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CATEGORY	Projected Volumes/		SHELVING		
Volume Type	Volumes		UNIT SqFt/		TOTAL
Shelving Type	on Shelf	Linear	QTY	0 4. <i>u</i>	SqFt
Periodical					-
ADULT/YOUNG ADULT	<u>76</u>	<u>1</u>			<u>128</u>
Back Issue Magazines		_			
36" Aisle DF 90"H Steel Shelving W/ 12 Shelves	30	1	1	18	18
Current Magazines					
44" Aisle SF 66"H Magazine Display Shelving W/3	Shelves12	1	2	22	28
Current Newspapers					
36" Aisle SF 66"H Newspaper Display Shelving W	// 3 Shelv2	1	1	14	12
Current Spanish Language Magazines					
44" Aisle SF 66"H Magazine Display Shelving W/3	Shelves20	1	3	14	42
Current Spanish Language Newspapers					
44" Aisle SF 66"H Newspaper Display Shelving W	//3 Shelve	4	1	1	14
14					
Young Adult Current Magazines					
44" Aisle SF 66"H Magazine Display Shelving W/3	Shelves8	1	1	22	14
CHILDREN/JUVENILE	24	1			58
	<u> </u>	<u> </u>			<u>50</u>
Children's Back Issue Magazines 36" Aisle SF 90"H Steel Shelving W/ 6 Shelves	10	1	1	12	12
Children's Current Magazines	10		'	12	12
36" Aisle SF 45"H Magazine Display Shelving W/	2 Shelvs8	1	2	22	24
Children's Current Spanish Language Magazines	2 Oncivo	•			27
44" Aisle DF 45"H Magazine Display Shelving W/4	Shelves6	1	1	22	22
		•			
<u>Totals for Periodical:</u>	<u>100</u>	<u>1</u>			<u>186</u>

8.

- 5. Description of Spatial Relationship
 - a) General criteria
 - (1) Primary adjacency for shelving is to a Service Desk which should be at the heart of the library.
 - (2) Supervision of the high use portions of the shelving area should also be possible from the Check Out Desk.
 - b) Specific adjacency requirements for each area are outlined in the library division section.
- 6. Environmental and Engineering Needs
 - a) General Criteria
 - (1) Provide generous ceiling height for dispersion of light.
 - (2) Provide adequate illumination at each level of stack units.
 - (3) Floor loading for library stacks as required by code.
 - (4) All book stacks must be seismically braced as required by code.
 - b) Specific criteria for each section are outline in the library division section.

C. Flexibility and Expandability

- 1. General
 - a) Service needs in modern libraries constantly change. Fresno County Library staff address this issue by designing buildings which will be versatile and flexible for many years.
 - (1) Our experience has shown that buildings of this size are most flexible if they are designed with one open room for the public, one or two conference and meeting-roomsMeeting-roomsMeeting-rooms, and several satellite rooms whose use can change as service needs change.
 - (a) The large room can be laid out in a different fashion at a future time and more or less shelving can be dedicated to the key service areas of reference, adult, young adult, and children.
 - (b) The size of the Quiet Room is not expected to change over the years.
 - (c) The need for additional computers is possible, and the library has allowed for this eventuality by requiring power at tables for laptop use. Wireless options will be explored during the Design phase. A raised floor system, which will enhance flexibility is included in the conceptual design and bid.
 - (d) A future expansion of 3,000 square feet is to be planned. There is also to be sufficient parking for future expansion. The building is to be laid out so that expansion can be done without having to change expensive portions of the building such as restrooms.

- (2) The greatest changes in recent years have been in the types of materials. The need for reference material has declined and the number and type of audiovisual materials has increased.—Fresno has selected shelving types, which are versatile, and offer the opportunity to house pull out bins for media, sloped shelves for display. By using versatile shelving which can be interchanged with other shelving types, the library can easily redesign to meet collection needs and counts.
- (3) Fresno hopes to use RFID technology to free staff from repetitive activities and enable them to work with the public. Since a vendor has not been expected, a large workroom has been set up to meet this future use.
- 2. Specific criteria are listed in the Library Division Section under Flexibility.

D. Staff Efficiency

- 1. The library has requested that this building be supervised from two service desks. One is to be adjacent to the staff work area, computer area, and delivery area. The other is to be in the heart of the library.
- 2. The library intends to use RFID technology as described above.
- 3. During design and specifications, the library requests materials which materials, which are standard materials throughout the system in order to achieve efficiency in its supply function.

E. Energy Efficiency

- 1. The building must meet all codes outlined in Title 24.
- 2. The efficiency of the HVAC system is covered under J below.
- 3. Natural lighting is free and thus an important efficiency. The design of the building, placement of windows, and design of the lighting system are to take advantage of natural light. Further information about lighting efficiencies is covered under F and K below.
- 4. Windows are to be energy efficient, double-glazed and tinted.
- 5. Finish materials are to be easy and energy efficient to maintain.
- 6. Low maintenance landscape also lowers energy use.

F. Fenestration

- 1. General Criteria
 - a) The site selected allows for the addition of north windows, which will provide an inviting view of library services. Because of the library's adjacency to the High School, these windows should invite young adults into the library.
 - b) Natural light should be used whenever possible as a pleasing interior element and as an energy saving feature.
- <u>e)2.</u> The placement and selection of windows needs to be balanced with energy efficiency, building security, total utility costs and replacement costs.
 - d)a) Application of clerestory windows would allow use of the

remaining wall area for perimeter shelving, for interior graphics and for display purposes.

Direct sunlight may be admitted into some selected areas to enhance and animate the library space; however, direct sunlight should be avoided in areas where it would cause damage to books and other sensitive library materials.

<u>fla</u>)All windows shall be energy efficient double-glazed and tinted. g)b) The lighting for the library must be adequate (of critical importance is the provision of adequate light and the avoidance of shadowing on the bottom shelves of book stacks), energy efficient, comfortable on the eyes, appropriate to the functions of the area, and flexible for future changes. Special lighting is requested for areas where art will be displayed.

h)c) In the placement and selection of both windows and artificial light sources, every effort should be given to avoiding glare on computer screens.

- Specific Criteria about fenestration are included in the Library **Divisions Section**
- Space Finishes
- 1.6. General Criteria
 - a) Theme and Interior Design

(1) Theme: In public meeting on July 16, 2002, architects presented a variety of architectural styles and site layouts. Residents liked the idea of a building with a bold presence.



- (2) The site plan, interior layout and artist's rendering were reviewed at a public meeting January 14, 2003. The plans were well received.
- b) An interior design specialist will be required to

- (1) Select colors and fabrics for walls, floor covering, furniture and equipment
- (2) Write specifications for furniture, shelving, and equipment in coordination with Fresno County Library staff and County Purchasing staff.
- (3) Layout tile patterns.
- (4) Receive and place furniture and equipment.
- c) Interior materials and finishes shall meet Code requirements, shall be of attractive, durable materials that requires minimal maintenance and shall be environmentally safe. In the selection of interior finishes such factors as durability, ease of cleaning, potential repair, replacement costs and resistance to vandalism need to be considered.
- d) Flooring, wall and furniture surfaces should also be selected on the basis of their contribution to the acoustics balance throughout the building.
- e) Floors
 - (1) General
 - (a) Structural capacity of floors <u>willshall</u> meet library load and seismic requirements.
 - (b) Multiple surfaces are to be used to spatially define various areas of the library.
 - (c) Carpeting is preferred for most public and staff areas of the library. Carpeting willshall shall be antistatic, woven, commercial grade and glued down without padding. The Architect and/or Interior Designer shall write specifications to insure that high quality, durable carpet is purchased and properly installed. It willshall be designed for easy replacement of high wear areas with consideration given for fit with adjacent non-replaced areas.
 - (d) A durable hard non-skid surface material such as stone, slate, colored concrete, or quarry tile is recommended for the Lobby area.
 - (e) Non-skid surfaces are recommended for the Staff Lounge/Kitchenette and for storage areas.
 - (f) Slip resistant glazed ceramic tile surfaces are recommended for the restrooms.
 - (g) The custodial closets and general service spaces should be sealed concrete.
 - (h) Provide built-in exterior rubber mats, which can be removed for cleaning.
 - (i) A tile or easy cleaning service for the Meeting Room is required.
 - (2) Specific Criteria are listed under Library Divisions

Finishes: Floor.

- f) Walls
 - (1) General
 - (a) Provide slat wall for display; provide tackable and dry erase marker surfaces in locations specified. Exact locations to be selected after completion of the schematic phase of design.
 - (b) At locations where book stacks are to be placed, provide bracing within walls for anchoring of the steel shelving.
 - (c) Include built-in picture rails in the Meeting Room and the Quiet Room.
 - (2) Specific Criteria are listed under Library Divisions; Finishes: Walls
- g) Ceilings
 - (1) In general ceilings are to be of neutral, white, off-white tones, or light blue for dissemination of light. In some specific areas materials less neutral in tone and texture may be applied for theme and ambiance purposes.
 - (2) Specific criteria are listed for each area under Library Division Finishes: Ceiling

H.G. Access for the Disabled

- 1. General Criteria: the building shall meet all ADA requirements including the following areas
 - a) Rest rooms
 - b) Counter, carrel and table heights and clearances
 - c) Circulation paths and clearances
 - d) Door widths, thresholds, approach clearances and hardware
 - e) Entrances and emergency exits
 - f) Drinking fountains
 - g) Signage
- Specific Criteria are outline in the Library Division Section under Access

LH. Acoustics

- 1. General Criteria
 - a) Good acoustics are essential in a modern library. The public associates quiet with a library, yet modern libraries are busy places which generate noise from transactions between staff, library users, and users with other users.
 - b) Special consideration should be given to preventing disruption of quieter areas by noise levels in the more active areas such as the Service Desk areas, the Children's area, and the Young Adult area.
 - c) Ceilings
 - d) In general ceilings are to be of acoustically treated materials for

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sound absorption.

- e) Specific Criteria are outline in the Library Division Section under Acoustics
- f) Environmental conditions (HVAC)
- g) General Criteria
- h) Heating, Ventilation and Air Conditioning (HVAC)
- i) The Architect is encouraged to consider passive solar energy applications in the design of the library and must meet all energy requirements of the State of California and the Bond Act.
- j) Good quality in air distribution is even more important than temperature settings. Humidity should also be controlled, both for human comfort and the preservation of book paper and bindings.
- k) The Consulting Engineers are requested to consider providing an effective filter system to reduce particulate matter in the interior environment; this requirement is important in a community surrounded by agricultural fields with dust and chemicals. The cost of such a system should be offset by reductions in the time the custodial staff must spend in dusting. A slightly positive air pressure in the library would further contribute to this goal.
- I) Zone building so that HVAC can be controlled independently. For example the Meeting Room should be provided with its own HVAC system so that its use can be restricted to the time when the room is occupied, thus allowing for not having to operate the building's system when few people are in that portion of the building.
- m) Provide adequate HVAC in telecommunications closet and in the Computer Center.
- n) Provide security for all thermostats in public areas: key access or lockable covers, etc.
- o) The Energy Management System proposal is subject to discussions with the Architect and the Engineers. The proposed design is to be reviewed by the library staff including the maintenance staff.
- 2. Specific Criteria are outlined in the Library Division Section under HVAC

ـ... Illumination

- 1. General Criteria
 - a) The Electrical Engineer is expected to recommend the appropriate system of energy efficient lighting. Lights are to be no higher than T-5's. A combination of overhead and task lighting is desirable; the lighting system shall meet foot-candle requirements and provide for a pleasing ambiance throughout the library.
 - b) Lighting control must be available for each area with light switches conveniently located at staff entrances and at the Service Desks. No switches should be located in the public area. Night

lighting switches should be near the door staff exits at night.

- c) On and off sensors should be used where appropriate.
- d) The variety of fixture types should be kept to a minimum and the ease of retubing should be a major consideration in the fixture selection process. Fluorescent lights are to be cool white unless discussed in advance with library staff.
- 2. Specific Criteria are outlined in the Library Division Section under Illumination

K.J. Power, and data communication requirements

- 1. Electrical
 - a) General
 - (1) Install battery or atomic clocks in locations as specified in Section V. The clocks must be easy to read and accessible for changing the time (if the clocks are not atomic).
 - (2) Provide alternate bid for wiring for a public address system. It will be used to provide a channel for emergency messages or announcements and for clearing the building of users at the close of each day. Speakers should be located in all parts of the library with individual room controls; final decisions will be made in conjunction with library staff.
 - (3) Wall outlets are appropriate when carefully planned around shelving and other furnishing layouts. Outlets away from wall and columns should be flush-floor mounted and capped. Floor monuments are not acceptable.
 - (4) Electrical and data outlets shall be integral to furniture where ever possible.
 - (5) By the front entry provide power for a "people counter".
 - b) Specific electric needs are listed in the Library Division Section under Electric. These should be displayed on the electrical sheet. The electrical and data specialists must coordinate and overlay their work.
- 2. Data Communication Requirements
 - a) General
 - (1) Data communications in a modern library are complex and integral to the services of the library. Library Bond Act applications will be evaluated on the degree to which the library's plan of service integrates appropriate electronic technologies into the proposed project.
 - (2) A data communications consultant who specializes in libraries will be required and should be a part of the architect's contract.
 - (3) A separate sheet showing data layout is required. (3)(4) A raised floor system is to be used and provide maximum flexibility.
 - (4)(5) The specialist will prepare the sheet detailing the data

distribution system. This sheet must mesh with the electrical specifications.

- (5)(6) Fiber optic cable is required for the system.
- (6)(7) Ground all outlets.
- (7)(8) Provide a 20 amp circuit for every 4 PC's
- (8)(9) Provide a separate 20-amp circuit for telecommunications equipment with separate duplex receptacles.
- (9)(10) Surge suppressors meeting current library specifications should be provided in built in counters and as a part of tables, study carrels, desk, etc.
- (10)(11) Placement of electrical, data, and telephone outlets must be coordinated with the library's furniture schedule. This need should be stated on the building plans
- (11)(12) Cat 5e or the latest version of wiring is to be installed as a part of the construction contract
- The cost and feasibility of a wireless system is to be studied as a part of the design process.
- (13)(14) Telecommunications closet
 - (a) An Uninterrupted Power Supply (UPS) system for the server will be installed in the telecommunications closet.
 - (b) A plywood backboard should be mounted for telecommunications equipment. After schematic design is complete the library will provide a diagram showing the method it prefers.
 - (c) Electrical should be at least a foot away from DMARC in the telecommunications closet.
 - (d) The electric panel in the telecommunications closet shall include one (1) separate 100 circuit and a battery backup for the telephone system.
 - (e) Voice line jack.
- <u>(14)(15)</u> Data and electrical lines are not to be placed in the same conduit.
- (15)(16) For all public terminals, cables and wires must be stored out of view.
- (16)(17) Satellite Dish
- (17)(18) Cable TV
- (18)(19) Video Conferencing
- b) Specific needs are listed in this document under the Library Division Telecommunications Section
- 3. Telephone: The Architect, the Library and the County General Services Communications Division shall jointly develop the library telephone system.
 - a) General: the items to be discussed shall include:

- (1) Multiple lines
- (2) Public Address
- (3) FAX
- (4) Feasibility of cordless phones
- (5) Telephone answering machine
- (6) A pay phone jack will be installed either in the lobby or restroom area. Wiring and conduits are to be provided. The telephone should be in a well-lighted area observable by staff to reduce vandalism.
- b) Specific needs are listed in this document under the Library Division Telecommunications Section.

K. Security Systems

- 1. Building Security
 - a) General
 - (1) Provide building alarm as an alternate bid. Explore cost of linking to a private vendor. The City of Mendota currently contracts with the Sheriff's department and there is no City police department.
 - (2) Emergency exits need to be well marked and visible from the service desks. Alarm emergency exit doors, install panic hardware with battery or electrically operated alarm, which can be turned off. Strobe exit lights.
 - (3) Keying
 - (a) Provide keying as required by library security
 - (b) Keying and keyless (e.g. with electronic keyboard or with a barcode) entry requirements to be developed by library staff in conjunction with the Architect during the design process.
 - b) Specific needs are listed in this document under the Library **Division Security Section**
- 2. Fire Safety
 - a) General
 - (1) Provide fire detection systems, including heat and smoke detectors throughout the building including the book return closet. Provide an alternate bid to link directly to the fire department or an alarm company; final decision to be based on cost of installation of "call outs" for alarms.
 - (2) Install zoned overhead sprinklers as required by code, including the book return closet. Provide fire extinguishers as required by code. Fire extinguishers/hose cabinets, alarm control panels, sprinkler valve systems, and other elements which require periodic inspection and/or testing should be placed where they are easily accessible to authorized personnel without disrupting library activities or

conflicting with furniture and shelving arrangements. All fire equipment is to be shown on elevations in order to avoid conflict.

(3) Comply with all Bond Act Regulations as outlined in Section 904.2.11.4 of Title 24 regulations.

M.L. Signs

- 1. General
 - a) Visually appealing graphics and signage <u>will_shall_shall_be</u> incorporated as an integral part of the library's interior design theme. The signage should contribute towards the patron's orientation of and recognition of the arrangement of functions and spaces within the interior of the library. A copy of the library's sign policy is in Appendix V.M.1.
 - b) The signage should be uniform in appearance, and when at all possible, understandable by all patrons regardless of their primary language. Signs that utilize both print and symbols shall be used when appropriate. Most signs will be in Spanish and English
 - c) All graphics should be designed to work effectively with the lighting scheme.
 - d) Classification numbers identification within each shelving area should be attractive yet easily modified by staff without losing its graphic integrity.
 - e) Announcement signage throughout the building should be able to be modified by library staff.
 - f) Library staff must be consulted during the signage planning process.
- 2. Specific Details is included in the Library Division Section under signage.

M. Audio-Visual Systems

- 1. General
 - a) Audio-Visual Equipment for presentations is required in the Computer Center and also in the Meeting Room.
 - b) A public address system is to be developed as a part of the telephone system.

O.N. Visual Supervision

- 1. A library building is built from the inside out. Proper relationships between the interior spaces are critical in order for the library to function. Visual, acoustic, color, floor covering, and other building elements often subliminally define these interrelationships. The library does not have a model for this size library with the complexities of a prominent Spanish collection and literacy services. Relationships will be_need-to-earefuly_carefully studied.
- 2. The design should allow visual control of most of the building by staff; however, library users should feel only a general sense of control.
- 3. The public entrance should relate to staff at the Circulation.

Emergency exits should also be available.

- 4. Once inside, the visitor should be immediately oriented to the major areas of the library: the Spanish Language Collection, media collections, and the Children's area.
- 5. Visual control should also be strong in potentially troublesome areas such as the entrance to public restrooms, near water fountains, etc.
- O. Master list of furniture and equipment

Vendor Furniture & Equipment and Shelving Master List

Vendor Furniture and -Equipment	UNIT QTY	UNIT COST	EXTENDED CO\$T
Accessibility Specialty Inventory Items:			σσφ.
Technology Carrel, Adjustable (Manual) Height	1	\$1,900	\$1,900
	Inventory Sub-	Total:	<u>\$1,900</u>
Casework			
Inventory Items:			
Cabinets, Above Counter	6	\$200	\$1,200
Cabinets, Above Counter (Lockable)	12	\$200	\$2,400
Cabinets, Below Counter	6	\$300	\$1,800
Cabinets, Below Counter (Lockable)	5	\$300	\$1,500
Cabinets, Full Height (Lockable)	3	\$400	\$1,200
Children's Craft Counter	1 2	\$900 \$600	\$900 \$1,200
Preparation Counter Technology Counter	10	\$600 \$600	\$6,000
Workstation, Bookmobile Counter	10	\$750	\$750
Workstation, Circulation Check-Out Desk	2	\$3,600	\$7,200
Workstation, Computer Technician's Counter	1	\$600	\$600
Workstation, Inter-Branch Sorting Counter	1	\$1,350	\$1,350
Workstation, Preparation Counter	1	\$1,500	\$1,500
Workstation, Shipping & Receiving Counter	1	\$1,500	\$1,500
Workstation, Sorting Counter	1	\$900	\$900
	Inventory Sub-	Total:	<u>\$30,000</u>
Computer Equipment			
Inventory Items:			
Bar Code Reader, Fixed Mount	4	\$500	\$2,000
Computer Server, Mini (CPU)	1	\$4,000	\$4,000
Computer, OPAC Desktop	3	\$900	\$2,700
Computer, Public Desktop	16	\$900	\$14,400
Computer, Staff Desktop	7	\$1,200	\$8,400
Computer, Staff W/Docking Station	1	\$4,200	\$4,200
Kiosk, Electronic	1	\$1,200	\$1,200
Printer, Dot-matrix	1	\$200	\$200
Printer, Ink-Jet (B&W)	1	\$150	\$150
Printer, Laser (B&W)	3	\$300	\$900

Mendota Neighborhood Library

Vendor Furniture and -Equipment	UNIT QTY	UNIT COST	EXTENDED CO\$T
Inventory Items:			'
Printer, Receipt Router/Switch Scanner, Flat Telecommunications Backboard TV Monitor, 15" Flat Panel Plasma Display Uninterruptible Power Supply (UPS), Multiple Device	2 1 1 1 1 ces 1	\$250 \$800 \$300 \$100 \$700 \$200	\$500 \$800 \$300 \$100 \$700 \$200
	Inventory Sub	o-Total:	<u>\$40,750</u>
Contract Furniture			
Inventory Items:			
Cabinet, AV Equipment	3	\$570	\$1,710
Chair, Café	3	\$100	\$300
Chair, Conference Room	6	\$500	\$3,000
Chair, Group Study	4	\$250	\$1 <u>,</u> 000
Chair, Meeting Room - Stacking	<u>6</u> 50	\$ <u>84</u> 100	\$5,000
Chair, Staff Lounge	2	\$800	\$1,600
Chair, Supervisor's	2	\$350	\$700
Chair, Task	17	\$300	\$5,100
Chair, Technology Workstation	12	\$250	\$3,000
Chair, Visitor's	4	\$300	\$1,200
Credenza	1	\$1,500	\$1,500
Desk, Children's	1	\$1,800	\$1,800
Desk, Instructor's	1	\$1,800	\$1,800
Desk, Professional	1	\$1,600	\$1,600
Lamp, Table	4	\$150	\$600
Stool, Technology Workstation	1	\$300	\$300 \$300
Table, Carfé	1	\$300	\$300 \$4,000
Table, Conference Table, Group Study	1	\$1,000 \$600	\$1,000 \$600
Table, Group Study Table, Meeting Room	8	\$350	\$2,800
Table, Meeting Room	3	\$400	\$1,200
Workstation, Bookmobile Office System	1	\$3,000	\$3,000
Workstation, Clerical Office System	2	\$4,000	\$8,000
Workstation, Sorting Office System	3	\$5,000	\$15,000
The management of the state of	-		
	Inventory Sub	o- I otal:	<u>\$62,110</u>
Custodial Equipment			
Inventory Items:			
Cleaning Cart	1	\$85	\$85
Garbage Bin, Interior	1	\$50	\$50

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Vendor Furniture and -Equipment	UNIT QTY	UNIT COST	EXTENDED CO\$T
Inventory Items:			
Hand Truck Ladder, Extension Mop Bucket Recycling Bin Storage Cabinet, Hazardous Materials Vacuum Cleaner, Dry Upright Waste Basket	1 1 2 2 1 24	\$120 \$275 \$70 \$50 \$350 \$175 \$10	\$120 \$275 \$70 \$100 \$700 \$175 \$240
	Inventory Sub-	<u>Γotal:</u>	<u>\$1,815</u>
Custom			
Inventory Items: Donor Recognition Wall Plaque, Dedication Sign, Announcement	1 1 2	\$1,000 \$1,000 \$165	\$1,000 \$1,000 \$330
	Inventory Sub-	Γotal:	<u>\$2,330</u>
Education & Training <u>Inventory Items:</u>			
Instructor's Station, Systems Furniture Lectern (w/ Space For A Portable Computer)	1 1	\$1,600 \$1,500	\$1,600 \$1,500
	Inventory Sub-	Γotal:	<u>\$3,100</u>
General Contractor <u>Inventory Items:</u>			
Case, In-Wall Display Commode Diaper Changing Counter Drinking Fountain Hand Dryer Locker Mirror Mirror, With Shelf Paper Towel Dispenser People Counter, Electronic Eye Projection Screen, Motorized Ceiling Projector, Ceiling Mounted Sink Sink And Counter	3 8 2 2 3 5 1 2 8 1 1 1 2 2 7	\$1,500 \$0 \$0 \$0 \$0 \$200 \$200 \$500 \$200 \$7,500 \$0 \$0	\$4,500 \$0 \$0 \$0 \$0 \$200 \$200 \$500 \$200 \$15,000 \$0 \$0

Vendor Furniture and -Equipment	UNIT QTY	UNIT COST	EXTENDED CO\$T
Inventory Items:			
Sink, Mop Soap Dispenser Stall Stove Top, Electric Urinal White Board White Board White Board	1 8 8 1 3 2 3 1	\$0 \$0 \$285 \$0 \$150 \$300 \$600	\$0 \$0 \$285 \$0 \$300 \$900 \$600
	Inventory Sub-	<u>·Total:</u>	<u>\$22,685</u>
Kitchen Equipment Inventory Items:			
Coffee Thermos Cutting Board, Kitchen Microwave Oven Paper Cup Dispenser Refrigerator Toaster Oven	1 1 1 1 1	\$30 \$5 \$175 \$15 \$1,000 \$75	\$30 \$5 \$175 \$15 \$1,000 \$75
	Inventory Sub-	-Total:	<u>\$1,300</u>
Library Furniture			
Inventory Items:			
Atlas Case Atlas Case, Child's Bench (2 Person) Bench, Lobby (3 Person) Chair, Child's Chair, Juvenile Lounge Chair, Lounge Chair, Reader's Chair, Rocking Dictionary Stand Dictionary Table Top Stand Table, Children's Table, End Table, Reader's Technology Carrel Technology Carrel Technology Carrel	1 1 1 1 8 5 16 5 1 1 1 2 7 1 3 5 3 2	\$1,100 \$1,000 \$400 \$500 \$120 \$600 \$800 \$250 \$900 \$165 \$600 \$500 \$800 \$1,500 \$1,600 \$1,900 \$2,200	\$1,100 \$1,000 \$400 \$500 \$960 \$3,000 \$12,800 \$1,250 \$250 \$900 \$165 \$1,200 \$3,500 \$800 \$4,500 \$8,000 \$5,700 \$4,400

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Vendor	UNIT	UNIT	EXTENDED
Furniture and -Equipment	QTY	COST	со\$т
Inventory Items:			
	Inventory Sub-	Total·	\$50,42 <u>5</u>
	inventory oub	i Otai.	<u>ψου, 420</u>
Library Specialty			
Inventory Items:			
Book Bin, Depressible	1	\$800	\$800
Book Truck	6	\$370	\$2,220
Map Case	1	\$2,000	\$2,000
Puppet Theater	1	\$150	\$150
Rack, Literature Display Handout	3	\$100	\$300
Rack, Literature Display Handout	2	\$340	\$680
Security System Book & Media Resensitizer	2	\$950	\$1,900
Security System Book Desensitizer	7	\$180	\$1,260
Security System Book Resensitizer	1	\$180	\$180
Security System Desensitizer/Resensitizer	1	\$2,800	\$2,800
Security System Gates, Inventory Control	1	\$12,000	\$12,000
Security System Media Desensitizer	3	\$295	\$885
Security System Media Resensitizer	1	\$330	\$330
Self Check-Out Counter	1	\$450	\$450
Self Check-Out Machine	2	\$25,000	\$50,000
Stool, Kick-Step	4	\$45	\$180
Toy Bin	1	\$250	\$250
	Inventory Sub-	Total:	<u>\$76,385</u>
Multimedia Eq <u>uipmentpt</u>			
Inventory Items:			
Audio Teleconferencing System	1	\$775	\$775
AV/Technology Equipment Cart, Large	2	\$300	\$600
AV/Technology Equipment Cart, Small	1	\$125	\$125
Camera, Digital	1	\$350	\$350
Camera, Video	1	\$650	\$650
CD/Cassette Tape Player	6	\$150	\$900
DVD Player	2	\$400	\$800
Headphone, AV	21	\$10	\$210
Laser Pointer	2	\$20	\$40
Microphone, Lavaliere	1	\$1,025	\$1,025
Microphone, Table	2	\$125	\$250
Projector, Desktop	1	\$3,500	\$3,500
TV Monitor, 20"	1	\$290	\$290
TV Monitor, 32"	1	\$800	\$800
Video Cassette Player/Recorder	6	\$170	\$1,020

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Vendor	UNIT	UNIT	EXTENDED
Furniture and -Equipment	QTY	COST	со\$т
Inventory Items:			
	Inventory Sub-	Total:	\$11,335
No Vendor Category			
Inventory Items:			
Art Print	3	\$200	\$600
Box, Cardboard	18	\$200	\$000 \$0
· · · · · · · · · · · · · · · · · · ·			•
Change Machine (Bill & Coin) Cushion, Floor	1 25	\$1,000 \$30	\$1,000 \$750
First Aid Kit		\$30 \$10	\$10
	1		•
Mail Boxes, Staff	1	\$750	\$750
Queuing Space (Per Person)	5	\$0	\$0 \$4.20
Shelving, Industrial	1	\$120	\$120
Statue	1	\$1,000	\$1,000
Telephone Answering Machine	1	\$50	\$50
Telephone Central Station	1	\$400	\$400
Telephone Handset	11	\$100	\$1,100
Telephone, Portable/Wireless Handset	1	\$100	\$100
Telephones, Public Pay (2 Heights)	1	\$0	\$0
Water Purifier, Under Counter	1	\$330	\$330
	Inventory Sub-Total:		<u>\$6,210</u>
Office Equipment			
Inventory Items:			
Bulletin Board	3	\$120	\$360
Clock	8	\$30	\$240
Coat & Hat Rack	1	\$200	\$200
Copier, B&W Freestanding	1	\$2,000	\$2,000
Directory	1	\$200	\$200
Dolly, Chair	3	\$150	\$450
Dolly, Table	2	\$250	\$500
FAX Machine, Desktop Coin-Operated	1	\$590	\$590
File Cabinet, Lateral (Four Drawer)	2	\$400	\$800
File Cabinet, Lateral (Four Drawer)	1	\$350	\$350
File Cabinet, Vertical (Four Drawer)	2	\$300	\$600
Flat File	1	\$2,000	\$2,000 \$260
Flip Chart With Stand	2	\$130	\$260 \$30
In & Out Board	1	\$30	\$30 \$300
Key Cabinet	3	\$100	\$300
Presentation Center	2	\$1,800	\$3,600
Sign, Announcement	2	\$145	\$290

Fresno County Library Building Program

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12/5/200312/3/200303/10/0303/05/0300/05/0300/05/0300/05/0300/05/0300/05/0300/05/0300/05/0300/05/0300/05/0300/05/0300/05/0300/05/030

Vendor Furniture and -Equipment	UNIT QTY	UNIT COST	EXTENDED CO\$T
Inventory Items:			
Stamp Machine, Postal Typewriter Stand Typewriter, Electric	1 1 1	\$0 \$150 \$235	\$0 \$150 \$235
	Inventory Sub-	Total:	<u>\$13,155</u>
Security Equipment			
Inventory Items:			
Security Camera, B & W Security Monitor, B & W	1 1	\$150 \$180	\$150 \$180
	Inventory Sub-	Total:	<u>\$330</u>
Shelving			
Inventory Items:			
Shelving, DF 90"h Steel W/14 Shelves Shelving, SF 66"h Steel W/ 5 Shelves Shelving, SF 84"h Steel W/ 6 Shelves	10 1 8	\$500 \$225	\$5,000 \$225 \$3,200
Shelving, SF 84 in Steel W/ 6 Shelves Shelving, SF 90"h Steel W/ 7 Shelves	0 11	\$275 \$325	\$2,200 \$3,575
	Inventory Sub-	Total:	\$11,000
Shelving Units:			<u> </u>
36" Aisle DF 42"H Steel Shelving W/ 6 Shelves	1	\$260	\$260
36" Aisle DF 45"H Steel Shelving W/ 6 Shelves	10	\$300	\$3,000
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves	16	\$350	\$5,600
36" Aisle DF 90"H Steel Shelving W/ 12 Shelves	10	\$500	\$5,000
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves	11	\$500	\$5,500
36" Aisle SF 45"H Magazine Display Shelving W/ 2 S		\$250	\$500
36" Aisle SF 45"H Steel Shelving W/ 2 Shelves	8	\$160	\$1,280 \$5,725
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves	31 Shalvas 1	\$185 \$250	\$5,735 \$350
36" Aisle SF 66"H Newspaper Display Shelving W/ 3 36" Aisle SF 66"H Steel Shelving W/ 4 Shelves	3 Shelves 1 5	\$350 \$200	\$350 \$1,000
36" Aisle SF 66"H Steel Shelving W/ 4 Shelves	19	\$200 \$225	\$1,000 \$4,275
36" Aisle SF 90"H Steel Shelving W/ 6 Shelves	28	\$300	\$8,400
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves	12	\$325	\$3,900
44" Aisle DF 45"H Magazine Display Shelving W/4 S		\$400	\$2,400
44" Aisle SF 66"H Magazine Display Shelving W/3 S		\$350	\$2,100
44" Aisle SF 66"H Newspaper Display Shelving W/3		\$350	\$350
Audio Cassette "Spinner" W/ 4 Rotor Towers	1	\$800	\$800
Compact Disc, CD-ROM & DVD Display Browser	4	\$750	\$3,000
Compact Disc, CD-ROM & DVD Display Browser	2	\$900	\$1,800

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Vendor	UNIT	UNIT	EXTENDED
Furniture and -Equipment	QTY	COST	со\$т
Shelving Units:			
DVD SF Shelving Unit W/ 4 Sliding Browser Boxes	6	\$715	\$4,290
Paperback "Spinner" W/ 4 Rotor Towers	4	\$660	\$2,640
Video Cassette DF 66" Shelving Unit W/10 Divider Shelves	1	\$375	\$375
Video Cassette Rotor Tower DF 66" Shelving Unit	5	\$1,310	\$6,550
Video Cassette SF 66" Shelving Unit W/ 5 Divider Shelves	8	\$325	\$2,600

<u>\$71,705</u> **Shelving Sub-Total:**

\$406,535 **Total Costs:**

Q.P. Rest Rooms

- 1. Provide vandal resistant material and equipment, i.e. use graffiti free, corrosion resistant partitions, etc.
- 2. Specifications for paper product dispensers to be approved by library maintenance staff.
- 3. Provide baby-changing stations in all public rest rooms.
- 4. Include floor drains.
- 5. A separate staff rest room may or may not be installed. If one is installed, provide a medicine cabinet.

VI. Spatial Relationships for all Library Divisions

A. Audio-Visual Area

1. Many patrons will enter the Audio-Visual Area from either the Browsing Area or from the main entrance of the library after passing by the Check Out Desk. The AV Library should be adjacent to the Young Adult Area since young adults are often attracted to AV materials.

2. ADJACENT: Browsing, Young Adult

3. CLOSE: Check Out Services, Lobby, Young Adult Area

B. Branch Librarian's Office

 The Branch Librarian's Office needs to be accessible to the Check Out. area, but need not be located in prime floor space. It should be located near staff circulation.

PROXIMITY: Staff Services, Staff Lounge

C. Browsing

- 1. When patrons enter the library, they should be able to see the Browsing Area. Many will enter this area, select a new book, and leave the library by way of the Check Out Desk. Others will enter the library, browse in this area, and then go to other areas of the library.
- 2. Parents may enter the library, drop their child off in the Children's area, and then return to the Browsing Area to select a book for themselves. The Children's area should be visible from and close to the Browsing Area so that parents can supervise their children while they are browsing through the new books.
- Patrons may enter the library and browse in the Browsing Area, enter the Audio-Visual Area Library, enter the Spanish Language Area, the nonfiction and fiction areas to select additional books, and return to the Check Out Desk before leaving the library. For this reason, it is advantageous to have the Browsing Area close to the Spanish Language and fiction and non-fiction for adults.

4. ADJACENT: Audio-Visual AreaLibrary, Spanish Language

Collection,

Children's Collection

5. CLOSE: Check Out Services, Lobby Non-Fiction, Fiction Collection 6. PROXIMITY: 7. AWAY: Reference Collections and Seating

D. Check Out Desk

 The Check Out Services Desk should be centrally located where all library patrons easily see it when entering or exiting the library building.

2. ADJACENT: Library Entrance

3. CLOSE: Audio-Visual Area, Browsing, Children's area,

Computer Center

D.E. Children's Area

1. Children should not have to traverse any part of the adult library to get

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to the Children's Area. The entrance to the Children's Area should be visible when first entering the library and near the Check Out Desk. This relationship will facilitate the circulation of children's books. The entrance to the Children's Area should be very close to the Spanish Language Area as many parents who bring their children to the library will only use this portion of the library. Closeness to the Browsing and the AV areas is also important. This will allow parents to browse for new books and AV materials and still supervise their children in the Children's Area.

Check Out Services, Spanish Language Area 2. ADJACENT:

3. CLOSE: Audio-Visual AreaLibrary, Browsing

4. AWAY: Non-Fiction Collection, Reference Services, Young

Adult Services

F. Computer Center

1. The Computer Center will be in constant use and needs to be able to be observed by staff at the Check Out Desk.

F.lab should be within supervision range of the Check Out Desk. F.G. Fiction Collection

- 1. The Adult Fiction Collection is expected to be one of the lesser usedlesser-used collections and hence need not be highly visible. In Mendota, use of the Spanish collection is expected to be equal to or higher than use of the English collection. Patrons should enter the Fiction Collection after passing through the security gates and the Browsing Area. Library staff will provide reader's advisory assistance to patrons from the Information Desk.
- 2. 2. Paperbacks and genre books should be highly visible and accessible, since these are high use collections. Large print books should be located near the fiction Collection. The shelving and location of the large print collection should reflect the physical challenges of the elderly and the visually impaired, with shelving that is not too high or too low located in a well-lighted area.

3. CLOSE: Library Entrance, Non-Fiction Collection, Audio-Visual Library, Browsing, Check Out Services including Self Check Out 3.

4. PROXIMITY: Library Entrance, Non-Fiction Collection, Audio-Visual Area, Browsing, Check Out Services including Self

Check Out, On-line Public Access Catalog (OPAC)

H. General Building Services

- 1. Some of the custodial services may be located throughout the building as non-assignable square footage in the form of Custodial Sink and Supply Closets. However, the majority of the space in this division will be best located in the back-of-the-house areas of the library. Care should be taken in the location of noise producing spaces such as the Mechanical Equipment Room to isolate them from public spaces and staff offices.
- 2. PROXIMITY: Check Out Workroom, Staff Services Area, Shipping/Receiving

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- 3. AWAY: Public Areas
- 4. DATA/TELEPHONE ROOM: This should be adjacent to the Staff Services area for convenience when troubleshooting.
- 5. LAWN & GARDEN TOOLS STORAGE: This space can be attached to the building or detached, depending on what is most functional and safest for storage of equipment. It should not open into the library.
- 6. LOADING AREA: This must be adjacent to shipping and receiving, custodial closet, staff services, and outreach services.
- 7. MECHANICAL EQUIPMENT AREA: This room has no adjacency requirements and may be place on the ground or the roof.
- 8. SHIPPING AND RECEIVING: This space must be adjacent to the loading area, the circulation work area, custodial closet, staff services, and outreach services.

I. Information Desk and Reference Collection

- 1. Patrons with informational questions will often enter the library and proceed directly to the Information Desk. Frequently, they consult the computers first, then the staff at this desk and finally the Reference Collection. There should be a good line of sight between this and the Check Out Desk.
- 2. The Non-Fiction Collection must have a strong spatial relationship with this area for the library to function effectively.
- 3. The Reference Collection and Seating Area must be adjacent to this desk.
- 4. This desk may serve as the desk for the Children's Area
- 5. While the Young Adult Services Area should not be too close to the Information Desk, it should be in the proximity so that young adults can begin to use reference materials.
- 6. The copy center may be located here or by the Check Out Desk. The copy center must be visible from the Lobby and just off the main traffic path.

7. CLOSE: Non-Fiction Collection and Seating

8.PROXIMITY: Audio-Visual Visual Area Library, Library Entrance,

Periodicals

8. Collection, Young Adult Services

J. Literacy Center

- 1. This Division has no specific adjacency requirements except that it should be located in a more remote, quieter area of the library.
- 2. The ESL and Families for Literacy Office should be close to the tutoring room.
- 3. The Literacy Collection should be adjacent to the tutoring room.

K. Lobby

1. The lobby is a focal point and primary access to all parts of the building which patrons will use when visiting either the library or the Meeting Room. It should be conveniently located to allow access to both. The Lobby must be able to be locked off and separated from the Library so

that the Meeting Room and Rest Rooms can be open when the library is closed.

2. ADJACENT: Check Out Services, Public Meeting Room, —Rest

Rooms

3. CLOSE: Audio-Visual Library Area, Browsing, Children's area

4. PROXIMITY: All Other Public Service Areas5. AWAY: General Building Services

L. Meeting Room

1. The major spatial relationship of the Meeting Room is to the Lobby. Since the Public Meeting Room might be open when the rest of the library is closed, access must be provided through the main lobby to the Meeting and to the public Rest Rooms without compromising the library's security. The kitchenette should be adjacent to the rear of the meeting room.

2. ADJACENT: Library Entrance and Lobby, Public Rest Rooms

M. Non-Fiction Collection

- 1. The major spatial relationship for the Non-Fiction Collection is that it be close to the Information DeskInformation Desk and Reference Collection. Library patrons will typically consult one of the library's on-line public access catalogs (OPACs) in the Information Area before heading for the Non-Fiction Collection.
- 2. One of the more common scenarios is for a library patron to enter the library and proceed to the OPACs, consult the catalog, and then go to the non-fiction stacks to find one or more books. Patrons will then sit down and look at the books and/or check the books out at the Check Out Desk or the Self Service Machine. Patrons may also find it necessary to consult with the staff for assistance. The library's staff will have frequent need to access the collection to answer reference questions or help patrons locate materials. The copy center should be nearby.

3. CLOSE: Reference Collection, Information Desk, Copy Center

4. PROXIMITY: Fiction Collection, Young Adult, Spanish

5. AWAY: Children's area

N. Outreach Services

1. The Bookmobile "Aprendo Van: area must be close to the rear entry for ease of loading access and proximity to the Outreach Office.

N.O. Quiet Room

1. The Quiet Area, which houses the current Magazine and Newspaper Area and study carrels and lounge chairs, can be located anywhere in the library as long as the public can find it easily. Access to the Check Out Desk and the Copy Center is required.

2. PROXIMITY: Check Out Desk, Copy Center

O.Outreach Services

1.2. The Bookmobile "Aprendo Van: area must be close to the rear entry for ease of loading access and proximity to the Outreach

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P. Spanish Language Collection

- 1. The Spanish Language Collection should be easily accessible from the main entrance of the library. Patrons enter the Spanish Language Collection Area after passing through the security gates and/or the Browsing Area.
 - a) Many library patrons use this collection exclusively and will exit the library via the Check Out Desk immediately upon making a selection in the stacks.
 - b) Others will bring their children so it should be close to the Children's area so that users can be close to their children.
- 2. CLOSE: –Check Out Services, Children's Area
- 3. PROXIMITY: Browsing, Library Entrance

Q. Staff Services

- 1. The Staff Services Area should be easily accessible from most staff areas and removed from the public areas of the library. It is a prime candidate for location in the back of house areas of the library. It must be immediately adjacent to the Check Out Desk.
- 2. PROXIMITY: Branch Librarian Office, Book Return
- 3. CLOSE: Shipping/Receiving, Staff Lounge, Staff Rest Room
- 4. KITCHENETTE AND STAFF LOUNGE: These areas may be separate or combined.
- 5. STAFF REST ROOMS: These should be any where in the general area but should not open directly into the lounge. They should not be accessible to the public.
- 6. BOOK RETURN: There will be an internal and external book return. These should be connected so that in the future a single conveyor belt system may be used to sort books.

R. Young Adult

- 1. The Young Adult Services Area should be very close to the Audio-Visual Collection Area since young adults will be heavy users of this collection. There should be line of site supervision from the Check Out Desk, but the desk should be far enough away so that youth using this area have a sense of privacy, and their noise does not disturb patrons who need quiet for study or research.
- 2. Youth will meet with staff at the Information or Check Out desks for assistance with their questions.
- 3. Ideally, the Tutoring Room with the 6-place table should be near this area, so that youth can study in groups. However, placement to the Audio-Visual Area and prominence in the front of the library to invite high school students from the nearby high school are the most critical requirements.
- 4. The Young Adult Services Area should not be located too near the Children's area since youth of this age are frequently trying to separate themselves from the image of being children and think of themselves more

as adults than children.

5. CLOSE: Audio-Visual AreaLibrary, Literacy Study/Tutoring

Group

6. PROXIMITY: Check Out Desk 7. AWAY: Children's area

VII. **Summary of Facility Space Requirements**

DIVISION %

LIBRARY DIVISION Sq. Ft. of Total

	DIVISION	Percent
LIBRARY DIVISION	Sq. Ft.	of Total
AUDIO-VISUAL LIBRARY	296	3%
BRANCH LIBRARIAN'S OFFICE	127	1%
BROWSING	147	2%
CHECK OUT DESK, CIRCULATION WORK ROOM	1,143	12%
CHILDREN'S AREA	2,225	24%
COMPUTER CENTER	505	<u>5%</u>
FICTION COLLECTION	573	6%
GENERAL BUILDING SERVICES	379	4%
INFORMATION DESK AND REFERENCE COLLECTION	470	<u>5%</u>
LITERACY CENTER	715	8%
LOBBY	N/A	0%
MEETING ROOM	768	8%
NON-FICTION COLLECTION	120	1%
OUTREACH SERVICES	181	2%
QUIET ROOM	490	<u>5%</u>
SPANISH LANGUAGE COLLECTION	523	6%
STAFF SERVICES	228	2%
YOUNG ADULT	460	<u>5%</u>
Net Assignable Square Footage:	9,350	100%
Non-Assignable Square Footage (@ 25% of Gross):	3,117	
Gross Square Footage:	12,467	
AUDIO-VISUAL LIBRARY	296	3%
BRANCH LIBRARIAN'S OFFICE	127	1%
BROWSING	147	2%
- CHECK OUT DESK	1,143	12%

CHILDREN'S AREA	2,225	24%
COMPUTER CENTER	505	5%
FICTION COLLECTION	573	6%
GENERAL BUILDING SERVICES	379	4%
-INFORMATION DESK	370	4%
LITERACY CENTER	715	8%
LOBBY	N/A	0%
- MEETING ROOM	768	8%
NON-FICTION COLLECTION	120	1%
OUTREACH SERVICES	181	2%
QUIET ROOM	490	5%
SPANISH LANGUAGE COLLECTION	523	6%
STAFF SERVICES	228	2%
YOUNG ADULT	460	5%
Net Assignable Square Footage:	9,250	100%
Non-Assignable Square Footage (@ of Gross):25%	3,082	
Gross Square Footage:	12,333	

VIII. Space Descriptions

A. AUDIO-VISUAL AREA - 296 Sq. ft.

FUNCTIONAL ACTIVITY

The primary function of the Audio-Visual Area is to provide library patrons with access to a variety of audio-visual collections such as audio books, audio cassettes, video cassettes, audio compact discs, audio book compact discs, CD-ROMs, DVDs and other emerging AV formats. Patrons may listen to music in a lounge seat with an adjacent table with Audio-Visual Equipment or sit at a Technology Work Station. A decision will be made during design development and in discussion with technology consultant.

Adult and young adult library patrons will enter the AV Library and browse attractively displayed media shelving units. The Fresno County Library prefers to use pull out media drawers built into sections of library shelving. No more than three drawers should be in a section. Bins offer maximum flexibility as AV formats evolve. A fixed sloped display shelf should be incorporated into each section.

Patrons will often select some form of media and be guided by the staff to technology workstations where that media can be viewed or listened to on the appropriate equipment. AV materials for children are located in the Children's Area.

SPATIAL RELATIONSHIPS

Many patrons will enter the Audio-Visual Area from either the Browsing Area or from the main entrance of the library after passing by the Check Out Desk. The AV Library should be adjacent to the Young Adult Area since young adults are often attracted to AV materials.

ADJACENT: Young Adult Collection and Seating

Browsing

CLOSE: Check Out Desk

Lobby

DIVISION SPACE SUMMARY

Sq. Ft.

AV Collection & Seating

296

TOTAL:

296

Functional Activity

Adult and young adult library patrons will come into this area in search of AV materials to preview in the library or to checkout for home use.

A portion of the AV materials will be displayed face-out and marketed as part of the library's popular library role. Library patrons will be able to preview selected media at technology workstations in this area.

Occupancy

READER SEATS: 4

TECHNOLOGY WORK STATIONS OR AV LOUNGE LISTENING SEATS 4

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Relationships

This space should be just off the main traffic path from the Lobby and Check Out Desk and adjacent to the Young Adult Area. The AV Collection Area should be very close to the Browsing and Seating Area since many patrons will browse for new books and AV materials during the same visit to the library.

ADJACENT: Young Adult Collection and Seating

—Browsing

CLOSE: ——Check Out Desk

Lobby

-AWAY: Non-Fiction Collection & Seating

Reference Collection

Flexibility

This area may need to be expanded in the future as the collections grow. To that end, flexibility -should be a goal, and a potential expansion plan would be wise.

Fenestration

Natural light is not desirable in this space and east and west facing windows must be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

The floor finishes must be stain-resistant, dirt repellant, durable, attractive, and as maintenance free as possible since they will get heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean.

CEILING: Acoustical tile

WALLS: ——Paint (Latex semi-gloss recommended); Sisal, Vinyl, or

Fabric wall covering; Corner guards for columns and walls;

Vinyl or carpet cove base

FLOOR: Anti-static carpet tile or heavy weight commercial anti-static carpet

with enhanced backing (No carpet pad permitted); Vinyl or tile

floor around any water fountains

Access

The AV Collection and Seating Area must be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and and passing spaces of 60" by 60" " must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Side aisles, which run parallel to stack sections, can be no longer than 20 to 21 feet (6 to 7 stack sections) without a cross aisle (range aisle) provided to break up the side aisles. Both side and range aisles are required to be 36" wide. Main aisles are principale access routes which run perpendicular to side aisles and must be a minimum of 44" wide. End aisles, which serve a single-faced section

of stacks and run perpendicular to side aisles, must be a minimum of 36" wide with 44"

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required if side aisles are only 36" wide. Shelving height is unrestricted unless an attendant will not be -available, then it is limited to 54" above the finished floor.

A minimum of 5%, but no less than one, of all fixed or built-in seating, tables, counters or carrels will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining an accessible route or another clear floor space. The knee space must be at least 27" high, 30: wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

It network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the telecommunications space detail.

Signage will meet all accessibility requirements as outline in the Signage Space Detail

Acoustics

This space will be noisy because of its heavy use and its proximity to the Check Out Desk, Young Adult Collections and Seating, Public Entrance and Lobby, and the Browsing Area. Surfaces should be absorptive and include carpet, acoustical wall treatment, and acoustical ceiling tiles to keep noise generated in this space from spreading throughout the library. A white noise or sound masking system may be required to provide an appropriate environment for undisturbed browsing.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 -60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in Audio-Visual Area.

Illumination

Provide 30 foot candles vertically at 30" above the floor in AV display shelving. Lighting must be evenly distributed on the display unit from one end of a range to the other and from the top to the bottom of the unit. While it is important to highlight the AV materials on the display shelving, the lighting must not create glare on the materials. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one single data drop (jack) for every audio-visual enabled carrel. Outlets can be wall-mounted at 6" above the work surface or in recessed floor boxes accommodating two, four or more drops (jacks). Alternatively the data cabling can be distributed via conduit and J-boxes with the data drops integrated into the furniture.

Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor. If there is additional audiovisual equipment, additional power receptacles will be required.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

This area will be supervised by the staff at the Check Out Desk. Sight lines from the Check Out Desk to the AV Collection Area should not be obstructed.

Signage

Required signage includes major area directional and identification sign which can be seen from the Library Entrance, OPAC Area, and Information and Check Out Desk. This directional sign ("AV Collections") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("AV Collections") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Signage requirements include directional signs for major collection categories, such as "Videos," "Cassettes," "CDs," "DVDs," and "Audio Books". A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory, pictogram flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "Emergency Exit Only"), changeable and permanent information signs (e.g., "Videos Circulate for One Week"), and donor recognition plaques.

All signs will be in English and Spanish.

Furniture & Equipment and Shelving Units

	UNIT	UNIT_EXTENDE	
	QTY	Sq. Ft.	Sq. Ft.
Description of Shelving Units			
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves	4	12	48
525 Audio Book Cassette			
Compact Disc, CD-ROM & DVD Display Browser	1	24	24
70 Audio Book CD (CD ROM)			
Compact Disc, CD-ROM & DVD Display Browser	1	24	24
80 DVD			
DVD SF Shelving Unit W/ 4 Sliding Browser Boxes	3	12	36

770 Audio Compact Disc (CD) Video Cassette DF 66" Shelving Unit W/10 Divider Shelves 1 20 180 Video Cassette

20

Description of Furniture & Equipment Units

Furniture & Equipment and Shelving Units

	UNII	UNII_E	XIENDED
	QTY	Sq. Ft.	Sq. Ft.
CD/Cassette Tape Player	2	0	0
Chair, Lounge	4	35	140
Headphone, AV	4	0	0
Video Cassette Player/Recorder	2	0	0
Waste Basket	1	4	4

B. BRANCH LIBRARIAN'S OFFICE - 127 Sq. ft.

FUNCTIONAL ACTIVITY

The primary function of the Branch Librarian's Office is to provide an office for the librarian to perform his or her duties in planning and implementing the library's service program.

A strong focus of the Mendota library will be partnering with other community agencies -and schools. The Branch Librarian will host meetings with these agencies using the branch's conference room and/or meeting room.

SPATIAL RELATIONSHIPS

The Branch Librarian's Office needs to be accessible to the public, but need not be located in prime floor space. It should be located near staff services.

Staff Services PROXIMITY:

DIVISION SPACE SUMMARY

Sa. Ft.

Branch Librarian Office

127

TOTAL:

127

Functional Activity

The Branch Manager's Office is where the library's programs and services are planned, managed, and analyzed. This office will provide a private space where staff reviews can be performed and where staff and the public can discuss confidential issues.

Occupancy

STAFF OFFICE WORKSTATIONS: 1

STAFF MEETING SEATS: 2

Relationships

The Branch Librarian's Office must be adjacent to the Circulation Area and close to a Library Conference Room. There should be a door from this office to the Circulation area.

ADJACENT: Circulation Area

CLOSE: Conference Room

Staff Lounge

Flexibility

Sufficient flexibility should exist to allow for the rearrangement and remodeling of this space. It is not anticipated that this area would need to expand or change purpose.

Fenestration

Natural light is desirable as long as it does not create glare on computer screens. Exterior windows in staff areas should be provided with roller shades or other light control devices. Staff areas may have operable windows.

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Finishes

The Branch Manager's Office should have medium-quality finishes and materials.

CEILING: Acoustical tile

WALLS: Paint (Latex semi-gloss recommended); Vinyl or Fabric wall

covering -with acoustical panels for sound absorption; Vinyl or

carpet cove base; Tackable surfaces

FLOOR: Anti-static carpet with enhanced backing (No carpet pad

permitted)

Access

-The Branch Manager's Office will be accessible by means of a 36" minimum aisle. Greater

-distances to an exit, cross aisle, or foyer, increase the accessible aisle requirement in -increments of 1 ½" per 5' in length. If an accessible aisle is less than 60", wide then turning

-and passing spaces of 60" by 60" must be located at any obstruction and at reasonable -intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more, must be -a minimum of 44" wide.

- -A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no
- -more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above
- _____finished floor. Thresholds cannot exceed ½" in height.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

This room should be as sound proof as possible so that conversations cannot be heard outside the room.

HVAC

Separate temperature control is required. Comfort level to be set at 68° to 72° during heating and 72° to 78° during cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. HVAC vents should be located to avoid drafts on occupants.

Illumination

Minimum 30 to 40 foot candles of ambient light supplemented by task lighting providing at least 50 foot candles at the workstation. Standard non-glare office lighting, such as deep-cell parabolic fluorescent fixtures with semi-specular aluminum louvers, is acceptable. Lighting should be zoned and dimmable; task lights should be provided on the desk and at the casual seating area.

Telecommunications

Provide one standard duplex communications outlet (one voice and one data) co-located

with associated power at the primary workstation location, mounted on the wall 6" above the desk or 15" above the finished floor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

This is a staff <u>effice</u> which requires a <u>mechanical lockoffice</u>, which requires a <u>mechanical lock</u>, and key, electronic <u>keypad</u>, or magnetic card reader to control access. The keying choice will be made in conjunction with the architect based on efficiency and cost.

Signage

Required signage includes a permanent room identification sign ("Branch Librarian's Office") ——wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. This room identification sign may include a sign carrier for posting schedules.

Furniture & Equipment and Shelving Units

	UNIT	UNIT_EXTENDED	
	QTY	Sq. Ft.	Sq. Ft.
Description of Furniture & Equipment Units			
Chair, Supervisor's	1	0	0
Chair, Visitor's	2	0	0
Clock	1	0	0
Computer, Staff Desktop	1	0	0
Credenza	1	25	25
Desk, Professional	1	60	60
File Cabinet, Vertical (Five Drawer)	1	14	14
Key Cabinet	1	0	0
Printer, Ink-Jet (B&W)	1	0	0
Shelving, SF 90"h Steel W/ 7 Shelves	2	12	24

Furniture & Equipment and Shelving Units

	UNIT	UNIT_EXTENDED	
	QTY	Sq. Ft.	Sq. Ft.
Telephone Handset	1	0	0
Waste Basket	1	4	4
White Board	1	0	0

C. BROWSING - 147 Sq. ft.

FUNCTIONAL ACTIVITY

The primary function of the Browsing Area is for the display of new books, topical displays, and other portions of the popular library as appropriate. The Browsing Area will provide an attractive display of recent library acquisitions in a comfortable setting.

SPATIAL RELATIONSHIPS

When patrons enter the library, they should be able to see the Browsing Area. Many will enter this area, select a new book, and leave the library by way of the Check Out Desk. Others will enter the library, browse in this area, and then go to other areas of the library.

Parents may enter the library, drop their child off in the Children's area, and then return to the Browsing Area to select a book for themselves. The Children's area should be visible from and close to the Browsing Area so that parents can supervise their children while they are browsing through the new books.

Patrons may enter the library and browse in the Browsing Area, enter the Audio-Visual Area, enter the Spanish Language Area, the non-fiction and fiction areas to select additional books, and return to the Check Out Desk before leaving the library. For this reason, it is advantageous to have the Browsing Area close to the Spanish Language and fiction and non-fiction for adults.

ADJACENT: Audio-Visual Area

Spanish Language Collection

Children's Collection

CLOSE: Check Out Services

Lobby

PROXIMITY: Non-Fiction

Fiction Collection

DIVISION SPACE SUMMARY

Sq. Ft.

Browsing 147

TOTAL: 147

Functional Activity

This area houses new library books, some of which will be displayed face-out to increase their visibility and appeal to patrons. Many patrons will enter this area and browse while standing, but occasionally they will want to sit for brief periods to examine a book more closely. Finding a book on a subject that interests them may also prompt them to check the library's catalog for other books on the subject, therefore it is important to have library catalogs near this space for reference. Overall, this area should have the appearance and feel of a marketing space and the shelving, which houses the books, should be attractive display units.

Occupancy

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Relationships

The Browsing Area should be highly visible, and just off the main traffic path in the library. It should be visible from the Children's area and very close to the AV Collection and Seating Area since many patrons will browse for new books and AV materials during the same visit to the library, or while their children attend a program in the Children's area.

ADJACENT: AV Collection & Seating

Spanish Language Collection

Children's Services

CLOSE: ——Check Out Services

Public Entrance & Lobby

PROXIMITY: Fiction Collection & Seating

Non-Fiction Collection & Seating

AWAY: Reference Collection

Flexibility

This area may need to be expanded in the future, but it would not be a large increase in space. Flexibility should be a goal.

Fenestration

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

The floor finishes must be stain-resistant, dirt repellant, durable, attractive, and as maintenance free as possible since they will get heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean.

CEILING: Acoustical tile

WALLS: ——Paint (Latex semi-gloss recommended); Sisal, Vinyl, or

Fabric wall covering; Corner guards for columns and walls;

Hanging track; Vinyl or carpet cove base

FLOOR: ——Anti-static carpet tile or heavy weight commercial anti-

static carpet

with enhanced backing (No carpet pad permitted); Vinyl or tile

floor around any water fountains

Access

The Browsing Area will be accessible by means of a 36" aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Shelving height is

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unrestricted unless an attendant will not be available, then it is limited to 54" above the finished floor.

A minimum of 5%, but no less than one, of all fixed or built-in seating, tables, counters or carrels will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

This area will be fairly noisy because of its heavy use and its proximity to the Check Out Desk and AV Collection and Seating Area. Surfaces should be absorptive and include carpet, acoustical wall treatment, and acoustical ceiling tiles to keep the noise in this space from spreading throughout the library. A white noise or sound masking system may be required to provide an appropriate environment for reading or undisturbed browsing.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 -60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in browsing areas.

Illumination

Provide 30 foot candles vertically at 30" above the floor in book display shelving. Lighting must be evenly distributed on the display unit from one end of a range to the other and from the top to the bottom of the unit. The use of accent lighting is encouraged to help draw patrons to this —area. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Security

This area will be supervised by the staff at the Check Out Desk. Sight lines from the Check Out Desk to the Browsing Area should not be obstructed.

Signage

Required signage includes major area directional and identification sign which can be seen from the Library Entrance, OPAC Area, and Check Out Desk. This directional sign ("New Books" or "Browsing Area") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("New Books" or "Browsing Area") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall —be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

All signs will be in English and Spanish.

Furniture & Equipment and Shelving Units

UI	UNIT		UNIT_EXTENDED	
Q	ΤY	Sq. Ft.	Sq. Ft.	
Description of Shelving Units				
36" Aisle DF 42"H Steel Shelving W/ 6 Shelves	1	18	18	
100 New Books				
44" Aisle DF 45"H Magazine Display Shelving W/4 Shelves 50 New Books (Face Out)	s 5	22	110	
Description of Furniture & Equipment Units				
Bench (2 Person)	1	15	15	
Rack, Literature Display Handout	1	0	0	
Waste Basket	1	4	4	

D. CHECK OUT DESK, CIRCULATION WORK -1,143 Sq. Ft.

FUNCTIONAL ACTIVITY

The primary function of this division is to efficiently handle the circulation of the library's book, magazine and audio-visual collections. This includes the following tasks:

- 1. Library patrons checking-out library materials at the Check Out Desk and self check-out units.
- 2. Library staff and patrons checking the materials back in.
- 3. Library staff, patrons or a materials handling system sorting the various materials.
- 4. Library staff reshelving the collections in their proper locations.
- 5. Routine business transactions including registration, payment of fines and fees, holds and reserves, etc.

Careful attention must be given to the workflow in the area. It is critical to the operation of the library that the process of circulating library materials works smoothly and efficiently. Poor organization will result in significant increases in operational costs that will negatively impact the library's operating budget every year the building is in use. The layout must be planned to encourage patron self_-service and cost effective use of materials handling systems.

The library wishes to plan for a future automated handling system with Radio Frequency Technology. 225 square feet have been allotted for this system. The book return room must comply with all Bond Act Regulations for fire suppression.

SPATIAL RELATIONSHIPS

The Check Out Desk should be centrally located where all library patrons easily see it when entering or exiting the library building.

ADJACENT: Lobby, Library Entrance

CLOSE: Audio-Visual Area Browsing

Children's area
Computer Center

DIVISION SPACE SUMMARY Sq. Ft.

Check Out Desk		327
Circulation Workroom		702
Copy Center		114
	TOTAL:	1.143

TOTAL: 1,143

1. Check Out Desk - 327 Sq. Ft.

Functional Activity

The Check Out Desk is the first public service point that patrons will see when entering the library. It should present a welcoming well-organized, appearance. For many library patrons, this will be their first visit to the library, and it is essential that staff have an

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opportunity to greet them and assist them in the use of a public library. In a rural town personal interaction is a vital part of library service. At the same time the desk needs to provide an efficient work area for checking-out library materials and directing people to use the library.

Circulation activities: Tthe design of the library should encourage patrons to check their own materials in and out. One Patron Self Check out machine should be set up on the counter with patron and staff screens back to back, so that the staff can assist as needed. The Circulation portion of the counter must be of sufficient depth to accommodate circulation equipment, telephones, printers, and security equipment on the desktop. The area under the desk should provide sufficient knee space for each staff workstation while allowing additional under-counter space for storage, book bins, and shelving for equipment that is not located on the desktop.

In addition to checking-out materials, library patrons will be able to pick up materials that are being held for them on reserve, register for library cards, and complete routine business transactions such as the payment of fines and fees. Library patrons will also be able to use one additional self-checkout machine in this area.

There should be a visually self-explanatory queuing system in front of the desk that will allow patrons to queue during busy periods. This can be accomplished through the use of, different floor materials, or a different color or type of carpet. Patrons standing in this line should not impede access for other library patrons entering or exiting the library, i.e., there must be enough room in front of the desk so that there is no bottleneck when a line forms.

There should also be one section of 66" high single faced shelving set up adjacent to the Check Out Desk and in a public area for "self pick up" of reserved books.

Information Activities: Patrons will also receive assistance about use of all parts of the library and its collections when there is no one at the Information Desk.

This desk is the information "heart" of the library and also the space where staff spend the most time. Efficiency and good ergonomics are vital. The interior designer will be required to work closely with library staff on the design of this desk. At least one site visit to a library to discuss efficiency and ergonomics will be required.

The equipment list for this work area lists desentizers desensitizers and resentsitizers. These items may or may not be built into the conveyor built system and need to be discussed with library staff so flexibility is built into the design.

Occupancy

TECHNOLOGY WORKSTATIONS: 2 SELF CHECK OUT MACHINES: 1 ON SEPARATE SELF CHECK OUT COUNTER AND 1 ON CHECK OUT DESK WITH TWO SCREENS (1 FOR STAFF AND 1 FOR PUBLIC) BACK TO BACK

Relationships

The Check Out Desk must be adjacent to the Public Entrance and Lobby and the main

circulation path in the library. For supervision, the library staff at the Check Out Desk should have good sight lines and easy access to the security system gates and the entrances to the Public Rest Rooms.

ADJACENT: Library Entrance

CLOSE: Audio-Visual Area, Browsing, Children's area, Computer Center,

Book Return

PROXIMITY: Non-Fiction Collection & Seating

-Public Rest Rooms

Flexibility

The Check Out Desk is frequently remodeled and expanded when the library expands. Sufficient flexibility should be provided to allow for remodeling or expansion if it becomes necessary in the future.

Fenestration

Although natural light is not required, it is highly desirable in this space. East and west facing windows are to be avoided and no glare is to be permitted on computer screens. Exterior windows may require roller shades or other light control devices.

Finishes

The finishes in this area will receive a great deal of wear and tear. The floor should be either a durable non-slip hard surface or a high quality anti-static carpet tile that can be replaced as needed. Any wall or casework surfaces should be highly resistant to marking and easily cleaned. All work counters should be attractive, with non-glare surfaces and rounded edges to reduce the possibility of injury to staff and patrons. Walls and columns require corner guards. The patron side of the desk should be mark resistant and incorporate a toe reveal to preserve the front of the desk.

CEILING: Acoustical tile

Paint (Latex semi-gloss recommended); Vinyl, Sisal or Fabric wall WALLS:

covering

FLOOR: -Anti-static carpet tile, Vinyl tile, Linoleum, Cork, Stone or

Unfinished quarry tile; Anti-fatigue mats at staff workstations

Access

The Check Out Desk must be accessible by means of a 36" minimum aisle. The area will contain no less than one accessible transaction counter located at a section of the counter that is no more than 28" to 34" high for a continuous length of 36". There is no requirement for knee clearance at checkout counters. The self-check out counter must be accessible with a counter no higher than 28" to 34" high and a knee clearance of at least 19" of clear space. Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

Since this space will be guite noisy because of patrons walking and talking, everything possible should be done to keep the noise generated in this area from spreading throughout the library. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment.

HVAC

Separate temperature control is required. Comfort level to be set at 68° to 72° during heating and 78° during cooling for energy savings. Relative humidity at 30 – 50% and ventilation at 10 to 12 cubic feet per minute. HVAC vents should be located to avoid drafts on occupants.

Illumination

Minimum of 40 to 50 foot-candles of ambient light with additional non-glare task lighting up to 75 foot candles over the workstations. The Check Out Desk should be highlighted in order to help patrons find this service area. Signage should be illuminated for greater visibility. Lighting must not create a heat buildup. The master light controls for the library should be located here.

Telecommunications

Provide one standard duplex communications outlet (one voice and one data) co-located associated power distributed every 4' on the work counter and one standard quad communications outlet (two voice and two data) co-located with associated power at each workstation position.

Security

The staff at the Check Out Desk supervises all of the public area except the children's area. Even the children's area may remain unsupervised when children are not present. Good visual control of the entire library is essential. Access to patrons who are exiting the building after activating the inventory control system alarm is important. The staff should be able to see a major portion of the lobby, the entrances to the library, and the entrances to the Public Rest Rooms. The library will determine if inventory control gates will be bid as a part of the project at the time of construction drawings. In any case. inventory gates need to be included in the planning and should be located at the entrance/exit, and a minimum distance of eight feet from the nearest electronic workstation. Inventory control gate alarms should be audible at the Check Out Desk.

Signage

Required signage includes a well-lighted major area directional and identification sign which can be seen from the Lobby and Library Entrance. This directional sign (Check Out Desk) will be designed with the library staff and the electrical engineer during the construction drawing. It must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke widthto-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

Signage requirements may include ceiling hung signs or desk bars, for designated service points, such as "Returns," "Patron Registration," "Checkout", "Self Checkout", "Reserve Books, and a sign for any return slot. Changeable insert sign system is required for stack end panels for collections held behind the Check Out Desk. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a

building floor directory or stack location map, visible pictogram flag signs for elevators or rest rooms, and an emergency evacuation map. Additional requirements include changeable and permanent information signs such as "Ask Me!", "Holiday Closures" or "Internet Classes on Saturday."

All signs will be in English and Spanish.

Electrical

Power will be required for Computers, receipt printers, laser wands, phones. Detailed planning will be done with the library staff and the electrical engineer during the construction drawing phase. The electrical engineer will be required to visit an existing library side.

	UNIT	UNIT_EX	XTENDED
	QTY	Sq. Ft.	Sq. Ft.
Description of Shelving Units			
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves 50 Library materials	1	12	12
Description of Furniture & Equipment Units			
Bar Code Reader, Fixed Mount	2	0	0
Book Bin, Depressible	1	0	0
Chair, Task	2	0	0
Clock	1	0	0
Computer, Staff Desktop	2	0	0
Printer, Laser (B&W)	1	0	0
Printer, Receipt	2	0	0
Queuing Space (Per Person)	5	6	30
Security Monitor, B & W	1	0	0
Security System Book & Media Resensitizer	2	0	0
Security System Book Desensitizer	3	0	0
Security System Gates, Inventory Control	1	75	75
Security System Media Desensitizer	3	0	0
	UNIT_	UNITEX	TENDED
	QTY	Sq. Ft.	Sq. Ft.
	4	00	00
Self Check-Out Counter	1	30	30
Self Check-Out Machine	2	0	0
Shelving, SF 66"h Steel W/ 5 Shelves	1	12	12
Telephone Handset	2	0	0
Waste Basket	2 2	4	8
Workstation, Circulation Check-Out Desk	2	80	160
8.			
Circulation Workroom - 702 Sq. Ft.			

Functional Activity

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The Circulation Workroom provides space for all kinds of back-of-house activities. At the time of design the library staff will determine if a materials handling system is cost effective for the library. If Radio Frequency ID (RFID) is selected, the workroom should be linked via a conveyor belt to the exterior book return. When patrons return library materials, the materials will be checked in and/or sorted by the system. If RFID is not used library staff will check-in library materials that have been deposited in the Book Return Room and then will sort them on shelving before returning them to the stacks. The equipment list for this work area lists desensitizers and resensitizer. These items may or may not be built into the conveyor built system and need to be discussed with library staff so flexibility is built into the design.

Circulation overdues, bills, delivery to and from other libraries and reserve notices will be processed here.

Occupancy

STAFF WORKROOM WORKSTATIONS: 2

Relationships

The Book Return Room, and Check Out Desk should all be immediately adjacent to the Circulation Workroom. Staff will move frequently between these spaces, and particularly between the Desk and the Workroom. There must be easy access between the spaces and sight lines between the Workroom and the Check Out Desk so that staff can fill-in if a line starts to form at the Desk.

ADJACENT: Book Return Room

Check Out Desk

CLOSE: ——Delivery/Staff Entrance

Staff Lounge

Staff Rest Rooms

PROXIMITY: Custodial Workroom

General Library Storage Room

Flexibility

Since staff work areas are frequently remodeled and expanded, the workstations should be modular and flexible. Sufficient flexibility should be provided to allow for remodeling or expansion if it becomes necessary in the future. This would include, for example, laying carpet or whatever floor covering is being used, under any service desk, built-in cabinetry or casework.

Fenestration

Interior windows which allow supervision of the Check Out Desk are required. Interior windows require shades, etched glass, or roller blinds so the public cannot see into this room. Natural light is desirable as long as it does not create glare on computer screens. Exterior windows in staff areas should be provided with roller shades or other light control devices if needed. Staff areas may have operable windows.

Finishes

The floor finishes must be stain-repellant, dirt resistant, easy to clean and low maintenance. The finishes in the workroom should be comfortable and durable since this area will get heavy use.

CEILING: Acoustical tile

WALLS: Glass Window; Paint (Latex semi-gloss); vinyl wall covering; corner

guards; white boards, tackable surfaces are preferred in lieu of

bulletin boards.

FLOOR: Vinyl tile and cove base. Anti-fatigue mats at staff workstations.

Access

The Circulation Workroom must be accessible by means of a 36" minimum aisle. Greater dstances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more, must be a minimum of 44" wide.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed ½" in height.

Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

The sound generated in this space (primarily staff conversations and the sound of books being put on book trucks, etc.) needs to be absorbed and kept from filtering out to the Check Out Desk and the rest of the library. Ceiling tile must have a high sound isolation rating, and other sources of sound penetration, including recessed electrical boxes, doors, window mullions and thickness of glass, wall thickness and air space, and ceiling system must be addressed.

HVAC

Separate temperature control is required. Comfort level to be set at 68° to 72° during heating and 72° to 78° during cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 10 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. HVAC vents should be located to avoid drafts on occupants.

Illumination

Minimum 30 to 40 foot candles of ambient light supplemented by task lighting providing at least 50 foot candles at the workstations. Standard non-glare office lighting, such as deep-cell parabolic fluorescent fixtures with semi-specular aluminum louvers, is acceptable. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at each workstation position. The outlets should be mounted at 15" above the finished floor for desks that are adjacent to a wall. If modular furniture is used, the communications cabling can be distributed via conduit and J-boxes with the

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communications outlets integrated into the furniture.

Provide one standard duplex communications outlet (one voice and one data) with associated power at each printer and fax location.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

This is a staff workroom, which requires a mechanical lock, and key, electronic keypad, or magnetic card reader to control access. The system will be selected at time of Construction Drawings. If the Circulation Workroom does not have a door, patrons should be discouraged from entering by the use of gates and/or signage. Staff in this area should be able to see the Check Out Desk so they can get to it guickly if needed. Sight lines to other areas of the library from the workroom are desirable.

Signage

Required signage includes a permanent room identification sign ("Staff Only") wallmounted on the latch side of the door at 60" above the finished floor, with 1/32" raised uppercase sans serif type accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

Electrical

Power will be required for computers, receipt printers, laser wands, phones. Detailed planning will be done with the library staff and the electrical engineer during the construction drawing phase. The electrical engineer will be required to visit an existing library site and/or consult with library materials handling vendors.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT_EX	KTENDED Sq. Ft.
Description of Shelving Units			
36" Aisle DF 90"H Steel Shelving W/ 12 Shelves 30 Back Issue Magazines	1	18	18
36" Aisle SF 90"H Steel Shelving W/ 6 Shelves 10 Children's Back Issue Magazines	1	12	12
Description of Furniture & Equipment Units			
Bar Code Reader, Fixed Mount	2	0	0
Book Truck	4	10	40
Box, Cardboard	5	4	20
Bulletin Board	1	0	0
Cabinets, Above Counter	6	0	0
Cabinets, Below Counter	6	0	0

Chair, Task	2	0	0
Clock	1	0	0
Computer, Staff Desktop	2	0	0
File Cabinet, Vertical (Four Drawer)	1	14	14

Furniture & Equipment and Shelving Units

	UNII	UNII_E	KIENDED
	QTY	Sq. Ft.	Sq. Ft.
First Aid Kit	1	0	0
In & Out Board	1	0	0
Key Cabinet	1	0	0
Mail Boxes, Staff	1	30	30
Recycling Bin	1	15	15

	UNIT	UNIT E	XTENDED
	QTY	Sq. Ft.	Sq. Ft.
Security System Book Desensitizer	4	0	0
Security System Book Resensitizer	1	0	0
Security System Desensitizer/Resensitizer	1	0	0
Security System Media Resensitizer	1	0	0
Shelving, DF 90"h Steel W/14 Shelves	10	18	180
Telephone Central Station	1	0	0
Telephone Handset	2	0	0
Typewriter Stand	1	20	20
Typewriter, Electric	1	0	0
Waste Basket	2	4	8
White Board	1	0	0
Workstation, Clerical Office System	2	40	80
Workstation, Sorting Counter	1	40	40
Workstation, Sorting Office System	3	75	225

D.3. Copy Center - 114 Sq. Ft.

Functional Activity

The Copy Center will provide a separate area where library patrons can copy library materials and materials of their own. Some sound attenuation will be required. This area will require display and storage space for tax forms. The top of the lower cabinets should serve as a work counter for sorting and collating, pasting and laying out projects, and organizing large jobs. The layout of the area must allow access to the sides or rear of the machines for servicing the equipment, refilling paper and toner, and removing paper jams. Space must be provided in the area for all the equipment listed on the inventory list. In addition a hole punch will be provided. There must be a logical way for patrons to queue either inside or just outside the area during busy periods.

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Mendota Neighborhood Library

If the library has adopted a debit card system, a debit card dispenser will replace the change machine.

Relationships

The Circulation Copy Center should be visible from the Public Entrance and Lobby and the Check Out Desk or Information Desk, and just off of the main traffic path. Staff at the Information and the Check Out Desk should have sight lines into the Copy Center since they will provide supervision and assistance.

CLOSE: –Information Desk or Check Out Desk Public Entrance & Lobby

Flexibility

Sufficient flexibility should exist (prefer no load-bearing walls, HVAC independent of room walls) to allow another function to expand into this space if required in the future. (This would require moving this area)

Fenestration

Windows, which allow the staff to supervise this room, are essential.

Finishes

The public will utilize this area heavily each day. In addition the copy machine and fax machine will be used for staff purposes. The floor finishes must be stain-repellant, dirt resistant, easy to clean and low maintenance.

It will be the primary destination for many patrons, and requires careful attention to layout, clean appearance, and extremely durable materials.

CEILING: Acoustical tile

WALLS: 1/2 Glass wall; Paint (Latex semi-gloss recommended); Vinyl,

Sisal or Fabric wall covering with acoustical panels for sound

absorption:

Tackable surfaces are preferred in lieu of bulletin boards

FLOOR: Vinyl Tile; Anti-static carpet tile or heavy weight commercial anti-

static carpet w/ enhanced backing (No carpet pad permitted)

Access

The Copy Center will be accessible by means of a 36" minimum aisle and a 36" wide door with a minimum clearance of 32". Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed ½" in height.

Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

This is a very noisy space because of the high use, the copy machines, and conversations-.

HVAC

Separate temperature control is required. Temperature to be controlled at 68° and 72° when heating, and 72° to 78° when cooling for energy savings. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. The thermostats should have a lockable cover.

Illumination

Standard non-glare lighting at 30 to 40 foot candles. Use occupancy sensors or motion detectors for energy savings.

Telecommunications

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power at each copy machine, printer, scanner and FAX location; and one standard quad communications outlet (two voice and two data) co-located with associated power at any workstation positions mounted at 15" above the finished floor.

Security

This area will be supervised by staff at the Check Out Desk or the Information Desk. Sight lines from the Check Out Desk to this area, which should be glass-enclosed, must be unobstructed.

Signage

Required signage includes a permanent area identification sign in English and Spanish ("Copy Center") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

Additional requirement includes area identification flags with universal symbol wall-mounted (perpendicular) in the major traffic paths.

Electrical

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power at each copy machine, printer, scanner and FAX location; and one standard quad communications outlet (two voice and two data) co-located with associated power at any workstation positions mounted at 15" above the finished floor.

Furniture & Equipment and Shelving Units

	UNIT	UNIT_EXTENDED	
	QTY	Sq. Ft.	Sq. Ft.
Description of Furniture & Equipment Units			
Cabinets, Above Counter (Lockable)	1	0	0
Change Machine (Bill & Coin)	1	15	15
Copier, B&W Freestanding	1	50	50
FAX Machine, Desktop Coin-Operated	1	0	0
Preparation Counter	1	30	30
Recycling Bin	1	15	15
Stamp Machine, Postal	1	0	0
Waste Basket	1	4	4

E. CHILDREN'S AREA - 2,225 Sq. ft.

FUNCTIONAL ACTIVITY

The primary function of the Children's Area is to provide library materials and programs for children up to 14 years of age. This area must be exciting and interesting to children of all ages from the very young children to pre teens. The children's staff provides guidance in the choice of books and AV materials, presents story hours and programs, and prepares craft activities.

The architect and interior designer are encouraged to develop a motif from children's literature that will spark the imagination of the children using the library. The motif must be appropriate to the culture of the Mendota community. The Children's Area layout, furniture and equipment should encourage children to have fun by developing an interest in books, reading, and information seeking skills.

SPATIAL RELATIONSHIPS

Children should not have to traverse any part of the adult library to get to the Children's Area. The entrance to the Children's Area should be visible when first entering the library and near the Check Out or Information Desk. This relationship will facilitate the circulation of children's books. The entrance to the Children's Area should be very close to the Spanish Language Area as many parents who bring their children to the library will only use this portion of the library. Closeness to the Browsing and the AV Library is also important. This will allow parents to browse for new books and AV materials and still supervise their children in the Children's Area.

ADJACENT: Check Out Desk and Circulation Services

Spanish Language Area

Audio-Visual Area CLOSE:

Browsing

AWAY: Non-Fiction Collection

> Reference Services Young Adult Services

DIVISION SPACE SUMMARY		Sq. Ft.
Children 7 to 13		631
Children 0 to 6		478
Children's AV Collection & Seating		477
Children's Entrance (Interior)		N/A
Children's Program Area		332
Children's Reference Collection & Seating		307
	TOTAL:	2.225

1. Children 7 to 13 - 631 Sq. Ft.

Functional Activity

-This area of the Children's Area houses the print collections for older children (ages 7 -13).

Fresno County Library Building Program

Mendota Neighborhood Library

- _____The collections consist of fiction books, Newbery Award books, story books, magazines, and
- -non-fiction books. Children in this area will share the tables adjacent in the Children's Collection
- -and Seating Area. There are larger size chairs for the 7 to 14 year old children to sit and read
- -comfortably. The library staff will assist by finding books on specific subjects or at appropriate
- -reading levels. Since these children are old enough to begin searching for their own materials,
- -they may locate the materials in the stacks by themselves.

Occupancy

CHILDREN'S LOUNGE SEATING: 5

END TABLE: 2

Relationships

- -The Juvenile Collection and Seating Area should be close to the Children's Collection and
- -Seating Area and Computer Workstations since children of this age will be able to use them
- -unassisted. The space should be in the proximity of the Information Desk, but collection size and
- -organization of the space may require it to be somewhat removed. This space should be visible
- -from the Children's Entrance. It should be in the proximity of the Homework Center since -students in the Homework Center will use materials in the Juvenile Collection.

CLOSE: ——Children's Computers

Children's Collection and Seating Area

PROXIMITY: Information Desk and Reference Collection

Children's Reference Collection & Seating

Flexibility

- -This area may need to be expanded in the future as the collection grows. To that end, flexibility
- -should be a goal, and a potential expansion plan would be wise.

Fenestration

Although natural light is desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens. Computer screens and workstations should be placed at right angles to any windows in the Children's area that may

-cause glare.

Finishes

-This space should be designed to appeal to older children who are not quite yet ready for the

Fresno County Library Building Program

Mendota Neighborhood Library

-Young Adult Collection. The floor finishes must be stain-resistant, dirt repellant, durable, -child-resistant and as maintenance free as possible. Finishes must be friendly and warm with

colorful plastics and laminates preferred to stone or tile.

CEILING: Acoustical tile

WALLS: Vinyl or Fabric with tackable acoustical panels for sound absorption;

Hanging track; Vinyl or carpet cove base

FLOOR: Anti-static carpet tile or heavy weight commercial carpet with

enhanced backing (No carpet pad permitted); Tile or vinyl around

any water fountains

Access

The Juvenile Collection and Seating Area must be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Side aisles, which run parallel to stack sections, can be no longer than 20 to 21 feet (6 to 7 stack sections) without a cross aisle (range aisle) provided to break up the side aisles. Both side and range aisles are required to be 36" wide. Main aisles are principale access routes which run perpendicular to side aisles and must be a minimum of 44" wide. End aisles, which serve a single-faced section of stacks and run perpendicular to side aisles, must be a minimum of 36" wide with 44" required if side aisles are only 36" wide. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 54" above the finished floor.

If no other equal seating is available, a minimum of 5%, but no less than one, of all fixed or built-in seating, tables, counters or carrels will meet accessibility requirements. A minimum of -30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

This will be a moderately noisy area. Adequate sound control must be provided through the use of acoustic ceiling, floor, and wall treatment, and the location of the stacks.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one single data drop (jack) per reader seat, with a minimum requirement of network connectivity to at least two-thirds of the tables and carrels. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture.

Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above finished floor for forward reach access and no less than 9" above finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

This area will be supervised by staff at the Information Desk will supervise this area. Sight lines from the Information Desk to this area should not be obstructed.

Signage

Required signage includes a well-lighted major area directional and identification sign which can be seen from the Lobby, Children's Entrance, Children's Computer Area, Information Desk Information Desk and Reference Collection and Children's Reference Area. This directional sign ("Juvenile Collections or other wording selected by the library staff") must be wall-mounted or ceiling hung at least 80" high when suspended overhead

on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("Juvenile Collections or other wording") must be wall-mounted on the latch side of any door or entrance at least 60" above the finished floor and shall be 1/32" raised uppercase sans serif characters accompanied by Grade II Braille.

Signage requirements include directional signs for major collection categories, such as "Juvenile Biography," "Juvenile Non-Fiction," and "Juvenile Fiction." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, pictogram flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "No Food or Drink"), changeable and permanent information signs (e.g., "Please Do Not Reshelve Library Materials"), and donor recognition plaques.

All signs will be in English and Spanish.

Furniture & Equipment and Shelving Units

UN UN	VIT	UNIT EX	KTENDED
Q	TY	Sq. Ft.	Sq. Ft.
Description of Shelving Units			
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3750 Juvenile Non-Fiction	10	18	180
36" Aisle DF 66"H Steel Shelving W/ 10 Shelves 2100 Juvenile Fiction	6	18	108
36" Aisle SF 45"H Magazine Display Shelving W/ 2 Shelve 8 Children's Current Magazines	s 2	12	24
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves 10 Children's Ready Reference	2	12	24
36" Aisle SF 66"H Steel Shelving W/ 4 Shelves 1200 Juvenile Spanish Language Non-Fiction	5	12	60
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves 1500 Juvenile Spanish Language	5	12	60
44" Aisle DF 45"H Magazine Display Shelving W/4 Shelves 6 Children's Current Spanish Language Magazines	s 1	22	22
Description of Furniture & Equipment Units			
Chair, Juvenile Lounge Table, End Waste Basket	5 2 1	25 12 4	125 24 4

2. Children 0 to 6 - 478 Sq. Ft.

Functional Activity

This area of the Children's Area houses the print collections for young children. The collections consist primarily of picture books, easy readers, and award winning books. There will also be space for seating for children and their parents. The tables in this area should be adjacent to the Juvenile Collections and Seating Area as the tables will be used by both age groups. Young children will select reading materials with the assistance of their parents and library staff. Parents will frequently sit down and read books with or to their children. The library staff will assist young readers in this area by finding books on specific subjects or at appropriate reading levels.

Occupancy

READER SEATS: 1

CHILDREN'S READER SEATS: 8

CHILDREN'S TECHNOLOGY WORKSTATIONS: 2

CHILDREN'S READING TABLES: 2

Relationships

The Children's Collection and Seating Area needs to be close to the Children's Entrance and adjacent to the Information Desk so that staff can supervise the area and assist young children.

ADJACENT: Information Desk

CLOSE: ——Children's Entrance (Interior)

Juvenile Collection and Seating

PROXIMITY: Children's AV Collection & Seating

Flexibility

This area may need to be expanded in the future as the collection grows. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Although natural light is desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

This space should be colorful and playful and should be designed around a theme that is appealing to young children and appropriate to the culture of Mendota. The floor finishes must be stain-resistant, dirt repellant, durable, colorful, child-resistant and as maintenance free as possible. Wall finishes should be mark resistant, durable and easy to clean. Finishes must be friendly and warm with colorful plastics and laminates preferred to stone or tile. To reduce the possibility of injury to children, there should be no sharp edges or corners. Walls and columns require corner guards.

CEILING: Acoustical tile

WALLS: Vinyl or Fabric with tackable panels for sound absorption; Vinyl or

carpet cove base; Hanging track

FLOOR: Anti-static carpet tile or heavy weight commercial carpet with

enhanced backing (No carpet pad permitted); Tile or vinyl around

any water fountains

Access

The Children's Collection and Seating Area must be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 0" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Side aisles, which run parallel to stack sections, can be no longer than 20 to 21 feet (6 to 7 stack sections) without a cross aisle (range aisle) provided to break up the side aisles. Both side and range aisles are required to be 36" wide. Main aisles are principale access routes which run perpendicular to side aisles and must be a minimum of 44" wide. End aisles, which serve a single-faced section of stacks and run perpendicular to side aisles, must be a minimum of 36" wide with 44" required if side aisles are only 36" wide. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 54" above the finished floor.

If no other equal seating is available, a minimum of 5%, but no less than one, of all fixed or built-in seating, tables, counters or carrels will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

This will be a highly noisy area. Adequate sound control must be provided through the use of acoustic ceilings and floors, wall treatment, and the location of the stacks.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from

the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one single data drop (jack) per technology station, with a minimum requirement of network connectivity to at least two-thirds of the tables and carrels. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture.

Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above finished floor for forward reach access and no less than 9" above finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

The staff at the Information Desk and possibly the Circulation Desk will supervise this area. Sight lines from the Information Desk to the Children's Collection & Seating Area should not be obstructed.

Signage

Required signage includes a major area directional and identification sign which sign, which can be seen from the Children's Entrance, Children's OPAC Area, Information Desk and Children's Reference Area. This directional sign ("Children's Collections") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-toheight ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other nonglare finish. Any permanent room identification signage ("Children's Collections") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Signage requirements include directional signs for major collection categories, such as "Picture Books," "Easy Readers," and "Award Winners." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory, symbol flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "Quiet Please"), changeable and permanent information signs (e.g., "Please Do Not Reshelve Library Materials"), and donor recognition plaques.

All signs will be in English and Spanish.

Furniture & Equipment and Shelving Units

	UNIT	NIT UNIT_EXTENI	
	QTY	Sq. Ft.	Sq. Ft.
Description of Shelving Units			
36" Aisle DF 45"H Steel Shelving W/ 6 Shelves 1950 Children's Picture Books	6	18	108
36" Aisle DF 45"H Steel Shelving W/ 6 Shelves 563 Children's Easy Readers	2	18	36
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves 375 Children's Spanish Language	3	12	36
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves 1100 Children's Spanish Language Picture Books	4	12	48
Video Cassette Rotor Tower DF 66" Shelving Unit 450 Video Cassette, Spanish	2	18	36

Furniture & Equipment and Shelving Units

	01111	OIIII EXILIDED		
	QTY	Sq. Ft.	Sq. Ft.	
Description of Furniture & Equipment Units				
Chair, Child's	8	0	0	
Chair, Rocking	1	20	20	
Chair, Technology Workstation	2	0	0	
Clock	1	0	0	
Computer, Public Desktop	2	0	0	
Table, Children's	2	80	160	
Toy Bin	1	30	30	
Waste Basket	1	4	4	

UNIT

3. Children's AV Collection & Seating - 477—Sq. Ft.

Functional Activity

This space will house the audio-visual collections for children (0 to 6) and juveniles (7-13). Portions of the collections may be displayed face-out in an attractive manner and should be highlighted to attract children and parents. Media may be checked-out for use at home or may be used in the library at viewing and listening stations. Children may listen to music in a lounge seat with an adjacent table with Audio-Visual Equipment or sit

UNIT FXTENDED

at a Technology Work Station. A decision will be made during design development and in discussion with technology consultant.

Occupancy

CHILDREN'S_TECHNOLOGY WORKSTATIONS OR LOUNGE LISTENING SEATS: 3

Relationships

The Children's AV Collection should be adjacent to the Children's Entrance and immediately visible upon entering the Children's Area.

ADJACENT: Children's Entrance (Interior)
CLOSE: ——Information Desk

PROXIMITY: Public Use PC for checking library holdings

Flexibility

This area may need to be expanded, or a different function placed here. Flexibility should be a goal and a potential expansion plan would be wise.

Fenestration

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

The floor finishes must be stain-resistant, dirt repellant, durable, colorful, child-resistant and as maintenance free as possible. Wall finishes should be mark resistant, highly durable and easy to clean. Finishes must be friendly and warm with colorful plastics and laminates preferred to stone or tile. To reduce the possibility of injury to children, there should be no sharp edges or corners. Walls and columns require corner guards.

CEILING: Acoustical tile

WALLS: ———Vinyl or Fabric with tackable panels for sound

absorption and display; Vinyl or carpet cove base

FLOOR: ————Anti-static carpet tile or heavy weight, commercial

carpet with enhanced

backing (No carpet pad permitted); Tile or vinyl around any water fountains

Access

The Children's AV Collection and Seating Area must be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 54" above the finished floor.

Fresno County Library Building Program

Mendota Neighborhood Library

A minimum of 5%, but no less than one, of all fixed or built-in seating, tables, counters or carrels will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outline in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'. Signage will meet requirements as outline in the Signage Space Detail. ????

Acoustics

This will be a very noisy area, thus an effort should be made to keep the noise generated in this space from spreading throughout the Children's Area. Surfaces should be absorptive and include carpet, acoustical wall treatment, and acoustical ceiling tiles.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 -60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 30 foot candles vertically at 30" above the floor in AV display shelving. Lighting must be evenly distributed on the display unit from one end of a range to the other and from the top to the bottom of the unit. While it is important to highlight the AV materials on the display shelving, the lighting must not create glare on the materials.

The light in this space must be warm and help reduce the scale of the space; but most importantly it must attract children and their parents to the AV displays. Consider use of neon for signage or generally to make the space interesting to children. Provide high quality, non-glare light for viewing TV and computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one single data drop (jack) for every audio-visual enabled carrel. Outlets can be wall-mounted at 6" above the carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes accommodating two, four or more drops (jacks). Alternatively the data cabling can be distributed via conduit and J-boxes with the data drops integrated into the furniture.

Associated power will be required consisting of one duplex power receptacle for every

data drop provided to support one computer and one monitor. If there is additional audio-visual equipment, power receptacles will be required.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and and no less than 9" above the finished floor for a side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above

the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or or or 25" for a forward reach at accessible locations.

Security

This area will be supervised by the staff at the Information Desk and possibly the Check Out Desk. Sight lines from the Information Desk to the Children's AV Collection and Seating Area should not be obstructed.

Signage

Required signage includes a major area directional and identification sign which can be seen from the Children's Entrance, Children's OPAC Area, and Information Desk. This directional sign ("AV Collections") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10: must contrast with their background: and must be in a matte, eggshell, or other non-glare finish. Any permanent room identification signage ("AV Collections") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Signage requirements include directional signs for major collection categories, such as "Videos," "Cassettes," and "Media Kits." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory, pictogram flag signs in traffic paths for elevators or rest rooms. restriction signs (e.g., "Emergency Exit Only"), changeable and permanent information signs (e.g., "Videos Circulate for One Week"), and donor recognition plagues.

All signs will be in English and Spanish.

Furniture & Equipment and Shelving Units

	UNIT UNIT_EXTENDED		
	QTY	Sq. Ft.	Sq. Ft.
Description of Shelving Units			
36" Aisle SF 45"H Steel Shelving W/ 2 Shelves	8	12	96
875 Media Kit (Audio Cassette W/ Book)			
Audio Cassette "Spinner" W/ 4 Rotor Towers	1	70	70
150 Audio Cassette			

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Compact Disc, CD-ROM & DVD Display Browser	1	24	24
199 DVD			
Compact Disc, CD-ROM & DVD Display Browser	1	24	24
1 CD-ROM			
Compact Disc, CD-ROM & DVD Display Browser	2	24	48
450 Audio Compact Disc (CD)			
Video Cassette SF 66" Shelving Unit W/ 5 Divider Shelves	8	12	96
1050_Video Cassette			

Description of Furniture & Equipment Units

CD/Cassette Tape Player	2	0	0
Chair, Technology Workstation	3	0	0
Headphone, AV	3	0	0
Technology Carrel	2	35	70
Technology Carrel, Adjustable (Manual) Height	1	45	45
TV Monitor, 20"	1	0	0
Video Cassette Player/Recorder	1	0	0
Waste Basket	1	4	4

4. Children's Entrance (Interior)- 0 Sq. Ft.

Functional Activity

The entrance to the Children's Area should be unique, colorful and inviting to younger and older children. Children should feel they are entering a special space of their very own; this is to be a separate area, not a separate room. The interior design should provide interesting graphics, ceiling-hung banners or mobiles, children's realia, and book displays. This area is immediately visible and accessible upon passing through the security gates into the library.

Relationships

When children enter the Children's Area, the Information Desk and computers should be immediately visible. There should be a clear path to the Children's and Juvenile Collection and Seating Areas.

ADJACENT: Children's AV Collection & Seating

Information Desk

Children's Computers

CLOSE: AV Collection & Seating

Check Out Desk

Browsing

Public Entrance & Lobby

AWAY: Reference Collection

Young Adult Collection & Seating

Flexibility

This area may need to be expanded, or a different function placed here in the future. Flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Natural light in this area is highly desirable.

Finishes

The floor finishes must be stain-resistant, dirt repellant, durable, colorful, child-resistant and as maintenance free as possible. Wall finishes should be highly durable, mark resistant, and easy to clean. Finishes must be friendly and warm with colorful plastics and laminates preferred to stone or tile. To reduce the possibility of injury to children, there should be no sharp edges or corners.

CEILING:	Acoustical tile
WALLS:	———Vinyl or Fabric with tackable acoustical panels for
	sound absorption
	and display
FLOOR:	———Durable non-slip hard surface or anti-static carpet tile

Access

The Children's Entrance will be accessible by means of a 36" minimum aisle and a 36" wide door with a minimum clearance of 32".

Acoustics

An effort should be made to keep the noise generated in this space from spreading throughout the library. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment.

HVAC

Separate temperature control is required. Comfort level to be set at 68° to 72° during heating and 72° to 78° during cooling for energy savings.

Illumination

A low level of ambient light with accent lighting for mobiles, murals or other featured displays is required. The light must be warm and help reduce the scale of the space.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power for each potential information kiosk and one single voice outlet (one voice) for each pay phone location.

Security

This area will be supervised by the staff at the Information Desk and possibly the Circulation Desk The staff at the Information Desk and possibly the Circulation Desk will supervise this area. If inventory control gates are included, they may be located here at a minimum distance of eight feet from the nearest electronic workstation. Alarms should be audible at the Children's Desk.

Signage

Required signage includes a well-lighted major area directional and identification sign which can be seen from the library's entrance or lobby. This directional sign ("Children's area") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

Additional requirements include fire and life safety lighted exit signs, a building floor directory, symbol flag signs in traffic paths for elevators or rest rooms, emergency evacuation map, restriction signs (e.g., "No Food or Drink"), changeable and permanent information signs (e.g., and donor recognition plaques.)

All signs will be in English and Spanish.

Furniture & Equipment and Shelving Units

		UNIT_EXTENDED Sq. Ft. Sq. Ft.		
Description of Furniture & Equipment Units				
Art Print Bulletin Board	2 1	0	0 0	
Case, In-Wall Display	1	0	0	
Rack, Literature Display Handout	1	0	0	
Sign, Announcement	1	0	0	

5. Children's Program Area - 332 Sq. Ft.

Functional Activity

This area will provide space for many different kinds of activities and programs including story hour presentations, puppet shows, audiovisual programming and arts and crafts activities. Generally, children will sit in a semi-circle with library staff or other presenters making a presentation or giving a puppet show, or a projection screen or TV monitor will be the focus of their attention. At other times, tables will be set up for children to participate in projects. Staff will work closely with children during activities and presentations; otherwise the space should be open for additional seating so that children may read unattended, but still be under the supervision of the library's staff and their parents.

Occupancy

CHILDREN'S MEETING ROOM SEATS: 25

Relationships

The Children's Program Area should be adjacent to the picture book area, close to the Children's Collection and Seating Area, and within sight of the Information Desk.

Adjacency to the meeting room is also desirable (but not required) so that the two spaces can be combined into a single large space.

ADJACENT: Picture Book Area

Meeting Room (Desirable)

CLOSE: ——Information Desk

Children's Collection & Seating

PROXIMITY: Children's Rest Rooms

Flexibility

The area should be flexible, with a stage and theater-like backdrop for the presenters. It is desirable for the space to be useable for reading when it is not being used for program activities. This means that is the space is enclosed there must be good visual control from the Information Desk.

Fenestration

Natural light is not required. Any windows in the room must be able to be completely blacked out through the use of room darkening or blackout shades to ensure high quality multimedia presentations.

Finishes

The library has not decided if this room will have a "neutral" finish so as to focus attention on the presentation or if it should have a special theme of its own. This decision will be made in conjunction with the interior designer, architect and library staff. The floor finishes must be stain-resistant, dirt repellant, durable, colorful, child-resistant and as maintenance free as possible. Wall finishes should be mark resistant, colorful, highly durable and easy to clean. Finishes must be friendly and warm with colorful plastics and laminates preferred to stone or tile. To reduce the possibility of injuries to children, there should be no sharp corners or edges.

CEILING: Acoustical tile

WALLS: Vinyl or Fabric with tackable acoustical panels for sound

absorption and display; Vinyl or carpet cove base

FLOOR: Anti-static carpet tile or vinyl tile; Game rugs may be considered,

Vinyl tile at sink and craft area

Access

The Children's Program Area will be accessible by means of a 36" minimum aisle and a 36" wide door with a minimum clearance of 32". Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed ½" in height. Accessible seating locations, with an equal view and a companion location, must be available and the use of a stepped seating can not preclude universal access.

For the sink, the faucets must be the lever types, electronically activated, or approved self-closing valves with a minimum 10-second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of operating force can be required to operate the faucets. A goose neck faucet is required.

The sink should be wheelchair accessible for staff and patrons including a minimum of 30" x 48" of clear space in front of the sink that allows forward approach. The counter next to the sink can be no higher than 34" and the sink area can be no higher than 34" above the finished floor with a clear 19" depth for knee clearance. There can be no obstructions, cabinets, or sharp objects under the sink, and hot water pipes and drains must be properly insulated. For fixed storage cabinets, drawers, or lockers at least one of each type must comply.

Portable assisted listening technology should be available for use in this area and the meeting room. Electrical outlets must be provided to support any portable assistive listening technology.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finish floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'. Signage will meet requirements as outlined in the Signage Space Detail. Signage will also be provided to notify patrons of the availability of a listening system.

Acoustics

This will be a noisy area and must be buffered from the rest of the Children's Area to the extent possible. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment. A white noise or sound masking system may be required to provide an appropriate environment for programs or presentations.

HVAC

Temperature should be maintained between 68° and 72° when heating and 72° to 78° when cooling, for comfort and energy savings. Relative humidity at 30 to 60% and ventilation at 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in program area.

Illumination

Light levels of 50-foot candles at table topstabletops are preferred, but at least 30 to 40 foot candles foot-candles must be maintained. Wall washers around the perimeter of the room can also be used to highlight artwork displayed on the walls. A spot lighting system will allow flexible highlighting of the stage/story teller's position. Non-glare producing lighting is necessary since this area may be occasionally used for computer purposes.

All lighting must be controlled at any puppet stage/story teller's position. The program area lights may be controlled with regular toggle switches, but there should also be some lighting, which is dimmable so that the lamps may be dimmed during programs, which may require darkness. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at the audio-visual presentation location; and one standard quad communications outlet (two voice and two data) co-located with associated power at the wall 6" above any perimeter counters or 15" above the finished floor at a table location to support a telephone or supplemental networked equipment. At a minimum, provide one duplex outlet on two walls of the Children's Program Area. See also Audio-Visual Space detail.

Audio - Visual

In the children's program area provide a video presentation system consisting of a monitor (TV or flat plasma screen) and appropriate video source devices. Sources may include ½" VHS videotape, DVD, and television. The video display monitor should have integrated speakers and sound system and the ability to switch between multiple inputs. The display should be sized appropriately to the size of the room and positioned to allow comfortable viewing by the children.

Security

Staff at the Information Desk will supervise this area. Sight lines from the Information Desk to this area should not be obstructed.

Signage

Required signage includes a well-lighted area identification sign which can be seen from the Children's Entrance, Children's Collection and Seating Area, and Information

DeskInformation Desk and Reference Collection. This directional sign ("Story Area" or "Children's Programs") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height.

Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("Story Area") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Additional requirements include fire and life safety lighted exit signs and maximum occupancy load signs, and may include restriction signs (e.g., "Emergency Exit Only"), changeable and permanent information signs (e.g., "Story Hours on Wednesday"), and donor recognition plaques.

All signs will be in English and Spanish.

Furniture & Equipment and Shelving Units

UNIT UNIT EXTENDED

QTY Sq. Ft. Sq. Ft.

	UNIT	UNITEX	TENDED
	QTY	Sq. Ft.	Sq. Ft.
Description of Furniture & Equipment Units		•	•
AV/Technology Equipment Cart, Large	1	15	15
Cabinet, AV Equipment	1	15	15
Cabinets, Above Counter (Lockable)	6	0	0
CD/Cassette Tape Player	1	0	0
Children's Craft Counter	1	40	40
Clock	1	0	0
Cushion, Floor	25	7	175

Furniture & Equipment and Shelving Units

	UNIT	UNIT_EX	KTENDED
	QTY	Sq. Ft.	Sq. Ft.
DVD Player	1	0	0
Paper Towel Dispenser	1	0	0
Puppet Theater	1	65	65
Sign, Announcement	1	0	0
Sink	1	18	18
Soap Dispenser	1	0	0
Table, Meeting Room	3	0	0
Video Cassette Player/Recorder	1	0	0
Waste Basket	1	4	4
White Board	1	0	0

6. Children's Reference Collection & Seating - 307 Sq. Ft.

Functional Activity

The Children's Reference Collection consists of encyclopedias, dictionaries, indexes, atlases and other materials used to assist the children's staff in answering questions that children and parents may have.

Occupancy

CHILDREN'S READER SEATS: 6

CHILDREN'S TECHNOLOGY WORKSTATIONS: 2

Relationships

The Children's Reference Collection and Seating Area must be adjacent to the Information Desk and Reference Collection, for quick staff access. It should be close to the Children's Computers.

ADJACENT: Information Desk Information Desk and Reference Collection

CLOSE: ——Children's Computers

Homework Center

Flexibility

This area may need to be expanded, or a different function placed here if it moves. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Although natural light is desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

The floor finishes must be stain-resistant, dirt repellant, durable, child-resistant and as maintenance free as possible. Finishes must be friendly and warm with colorful plastics and laminates preferred to stone or tile.

CEILING: Acoustical tile

WALLS: Paint (Latex semi-gloss recommended); Corner guards; Hanging

track; Vinyl or carpet cove base

FLOOR: ————Anti-static carpet with enhanced backing (No carpet

pad permitted);

Access

The Children's Reference Collection and Seating Area must be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 54" above the finished floor.

If no other equal seating is available, a minimum of 5%, but no less than one, of all fixed or built-in seating, tables, counters or carrels will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space. The knee space must be at least least 27" high, 0" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6'

above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'. Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

This will be a moderately noisy area because of conversations between the patron and library staff. In some cases a third party will be present for translation. Adequate sound control must be provided through the use of acoustic ceiling, floor, and wall treatment, and the location of the stacks.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 -60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books.

Provide a minimum of 30 to 40 foot candles foot-candles of light (with 50 foot 50-foot candles preferred) at table toptabletop level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one single data drop (jack) per reader seat, with a minimum requirement of network connectivity to at least two-thirds of the tables and carrels. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks), The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture.

Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above finished floor for forward reach access and no less than 9" above finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

Staff at the Information Desk will supervise this area. Sight lines from the Information

Desk to this area should not be obstructed.

Signage

Required signage includes a well-lighted area directional and identification sign which can be seen from the Children's Entrance, Children's Homework Center, Juvenile Collection and Seating Area, Children's Computers, and Information Desk. This directional sign ("Children's Reference Collections") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("Reference Collections") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Signage requirements include directional signs for major collection categories, such as "Encyclopedias" or "Indexes." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory, pictogram flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "No Food or Drink"), changeable and permanent information signs (e.g., "Please Do Not Reshelve library materials"), and donor recognition plaques.

All signs will be in English and Spanish.

Furniture & Equipment and Shelving Units

	UNIT	• · · · · · —	XTENDED
	QTY	Sq. Ft.	Sq. Ft.
Description of Shelving Units			
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves 1000 Children's Reference	14	12	168
Description of Furniture & Equipment Units			
Atlas Case, Child's	1	25	25
Chair, Task	1	0	0
Desk, Children's	1	70	70
Dictionary Table Top Stand	1	0	0
Flat File	1	40	40
Waste Basket	1	4	4

G.F. COMPUTER CENTER - 505 Sq. Ft.

FUNCTIONAL ACTIVITY

The Computer Center provides a training facility for the public and students offering homework assistance and online tutoring as part of the joint use/joint venture joint venture agreement. The Center also groups people who are doing research together and gives them the opportunity to consult with staff on a more frequent basis.

SPATIAL RELATIONSHIPS

The lab should be within supervision range of the Check Out Desk.

DIVISION SPACE SUMMARY Sq. Ft.

Computer Center 505

TOTAL: 505

Functional Activity

The Computer Center will provide a space that will be set up permanently for computer use and training to teach the use of the library's on-line catalog, databases, Internet searching, and various software applications. This room will be available for staff training and library programming, joint use/joint venture activities and for community groups. The room will have training tables, multimedia computers, an instructor's station, and sound and data projection systems.

Occupancy

TECHNOLOGY WORKSTATIONS: 11 (10 Public, 1 trainer)

PRINTER: 1

Relationships

This room should be close to the Check Out Desk since the staff will be primarily responsible for its supervision. Enough room must be provided to accommodate groups entering and leaving the space, or waiting to enter the room. It should be located near the Public Entrance and Lobby to minimize traffic through the rest of the library.

CLOSE: Check Out Desk

PROXIMITY: Public Rest Rooms (Desirable)

Flexibility

It is not anticipated that this room would change purpose or require expansion.

Fenestration

Any natural light in this area must be controlled to avoid glare on the computer screens or interference with multimedia presentations. Interior windows are desirable so that the lab can seen from staff at the Check Out Desk. Roller or other room—darkening devices are required in order to ensure high quality presentations.

Finishes

All finishes in this area must be as indestructible as possible since there will be

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unsupervised public use. The floor finishes must be stain-resistant, dirt repellant, attractive and low maintenance. Wall finishes should be attractive, durable, mark resistant and easy to clean.

CEILING: Acoustical tile

WALLS: Paint (Latex semi-gloss recommended); Glass window; Vinyl with

tackable acoustical panels for sound absorption; Chair rail;

Multiple white boards or chalkboards without frame, tackable and hanging strip, and marker tray; Vinyl or carpet cove base; Hanging

track; Projection screen

FLOOR: Anti-static carpet tile or heavy weight commercial anti-static carpet

with enhanced backing (No carpet pad permitted)

Access

The Computer Center must be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of $1\frac{1}{2}$ " per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors, which serve an occupancy load of 10 or more, must be a minimum of 44" wide.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed ½" in height.

A minimum of 5%, but no less than one table, counter or carrel will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at ——

least one unobstructed side of the floor space adjoining an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

Network access must meet the criteria outlined in the Telecommunications Space Detail.

Portable assisted listening technology may be substituted for permanently installed technology in rooms that do not have fixed seating, or which seat less than 50 and do not have a sound amplification system. The system may be used to serve more than one room. Electrical outlets must be provided to support any portable assistive listening technology.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finish floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'. Signage will meet requirements as outlined in the Signage Space Detail. Signage will also be provided to notify patrons of the availability of an assistive listening system.

Acoustics

This room will generate a fair amount of noise because of the exchange between the

students and the instructor, amplified sound and voice, and noise generated from the equipment. Surfaces should be absorptive and include carpet, acoustical wall treatment, and acoustical ceiling tiles. The primary strategy for noise control will be to locate this space away from offices, workrooms, meeting and conference rooms, collection and reader seat areas, and other areas requiring quiet.

HVAC

Separate temperature control is required. Temperature to be controlled at 68° and 72° when heating and cooling with a relative humidity of 35 to 60%. Ventilation requires a dust filtration system and must provide rapid dispersal of any heat produced by equipment or high number of occupants. Area requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in the Computer Center.

Illumination

Light levels of 50-foot candles at table toptabletop are preferred, but at least 30 to 40 foot candles must be maintained. Lighting must be dimmable for high quality multimedia presentation as well as potential energy savings. Light controls should be located at the entrance and at any instructor's stations. The lights at the front of the room should be dimmable so that the AV screen is visible. Lights in the remainder of the room should be independently controlled so that they may be at a slightly higher level for note taking. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at the main presentation location(s); and one single data drop (jack) for each computer-training seat.

Outlets (faceplates) can be configured to accommodate two, four or more drops (jacks). The outlets can be wall-mounted at 6" above the work surfaces for training tables or technology carrels adjacent to the walls, or in recessed floor boxes for island conditions.

The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture.

Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor. Optionally, one standard quad communications outlet (two voice and two data) co-located with associated power at the network or server equipment location.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space.

Audio - Visual

The computer training will be greatly enhanced by providing the ability for students to

view a large screen projected image of the instructor's computer screen. This may be accomplished through the use of portable or installed equipment. Use of video monitors is not allowed. Large plasma screens (50" or larger) may be used in small rooms. A portable projector may be positioned on a mobile cart at the front of the room or an installed projector may be mounted at the ceiling or mounted at a shelf or cabinet at the back of the room. Caution should be exercised in placing projectors at the rear of the room to ensure that light fixtures, people, furniture or other objects in the path of the projected light, do not obstruct images. Images may be displayed onto a projection screen at the front of the Computer Center. The top of the screen should be located at least 6 inches from the top of the wall to minimize reflections off the ceiling. The bottom edge of the screen should not be lower than 4 feet from the floor to provide a clear sight line to the entire screen from any seat in the room.

Use of installed projection equipment will require conduit installation for routing of cabling between the projector and the instructor's workstation. It may also be desirable to have the ability to display videotape or other pre-recorded video media. Depending on the nature of the computer applications being used, it may or may not be necessary to provide speakers for sound reproduction. If videotape playback capability is provided, loudspeakers and sound amplification will be required. Connections to television distribution feeds (e.g., cable TV) may also be appropriate.

Security

Checkout Desk staff will monitor the use of the room. This requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access. It should have its own intrusion detection alarm system.

Signage

Required signage includes a well-lighted major area directional and identification sign which can be seen from the Public Entrance or Lobby. This directional sign ("Computer Center) must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke widthto-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

Required signage includes a permanent room identification sign ("Computer Center) wallmounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. This room identification sign must include a sign carrier for posting schedules. Signage requirement includes room identification number as assigned by facilities or custodial staff.

Additional requirements include fire and life safety lighted exit signs, restriction signs (e.g., "No

-Food or Drink"), changeable and permanent information signs (e.g., "Internet Classes on -Saturday"), and donor recognition plaques.

All signs will be in English and Spanish.

Furniture & Equipment and Shelving Units

	UNIT-	UNIT-E	XTENDED
	QTY	Sq. Ft.	Sq. Ft.
Description of Furniture & Equipment Units			
AV/Technology Equipment Cart, Small	1	10	10
Cabinets, Full Height (Lockable)	3	5	15
Chair, Task	11	0	0
Clock	1	0	0
Computer, Public Desktop	10	0	0
Computer, Staff Desktop	1	0	0
	UNIT	UNIT E	XTENDED
	QTY	Sq. Ft.	Sq. Ft.
Desk, Instructor's	1	70	70
Headphone, AV	11	0	0
Instructor's Station, Systems Furniture	1	80	80
Laser Pointer	1	0	0
Preparation Counter	1	30	30
Presentation Center	1	0	0
Printer, Laser (B&W)	1	0	0
Projection Screen, Motorized Ceiling	1	0	0
Projector, Ceiling Mounted	1	0	0
Scanner, Flat	1	0	0
Sign, Announcement	1	0	0
Technology Counter	10	30	300
Telephone Handset	1	0	0
Video Cassette Player/Recorder	1	0	0

H.G. FICTION COLLECTION - 573 Sq. Ft.

FUNCTIONAL ACTIVITY

The primary function of the Fiction Area is to house the library's fiction, paperback and large print book collections. The Fiction Collection is the heart of the library's "popular library" and may be organized by fiction books and genre books; i.e., westerns, science fiction, mysteries and romance novels. The Fiction Collection will be placed on the shelves and the genre books may be shelved in separate collections, with all books arranged on the shelves alphabetically by author's last name.

Librarians may act as reader's advisors, but in general, the Fiction Collection is a browsing, selfservice collection.

SPATIAL RELATIONSHIPS

The Adult Fiction Collection is expected to be one of the lesser_-used collections and hence need not be highly visible. In Mendota, use of the Spanish collection is expected to be equal to or higher than use of the English collection. Patrons should enter the Fiction Collection after passing through the security gates and the Browsing Area.

CLOSE:

PROXIMITY: Library Entrance

Non-Fiction Collection Audio-Visual Area

Browsina

Check Out Services including Self Check Out

DIVISION SPACE SUMMARY

Fiction Collection & Seating 573

TOTAL: 573

Sq. Ft.

Functional Activity

Patrons will enter this space and look for specific authors, and then will often seek a place to sit down to read the book jacket or the first few pages to see if they are interested in the book. They may do this several times during a visit to the library before selecting a book. In the process, they may use the on-line catalog to check the library's holdings while browsing in the Fiction Collection; therefore the stand up computer should be conveniently located in this area. This space might also house the paperback collection and the large print book collection.

Occupancy

READER SEATS: 4

TECHNOLOGY WORKSTATIONS: 2

LOUNGE SEATS 4

Relationships

The Fiction Collection and Seating Area should be located in a space visible from the

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Information Desk. In Mendota, use of the Spanish collection is expected to be equal to or higher than use of the English collection, so the English Language Fiction collection will be smaller and less prominent. The Fiction Collection and Seating area should be entered through the Browsing Area and/or the AV Collection and Seating Area. Library staff will provide reader's advisory assistance to patrons from the Information Desk.

The paperbacks and genre books should be highly visible and accessible, since these are high use collections. Large print books, which might be located near the Fiction Collection, should be easy to find. The shelving and location of the large print collection should reflect the physical challenges of the elderly and the visually impaired, with shelving that is not too high or too low located in a well-lighted area.

CLOSE: -AV Collection & Seating

Information Desk

Browsing

PROXIMITY: On-line Public Access Catalog (OPAC)

Flexibility

This area may need to be expanded in the future as the collection grows. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

The floor finishes must be stain-resistant, dirt repellant, durable, attractive and as maintenance free as possible since they will get very heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean.

CEILING: Acoustical tile

WALLS: Paint (Latex semi-gloss recommended); Sisal, Vinyl, or Fabric

Wall covering; Corner guards for columns and walls; Hanging

track; Vinyl or carpet cove base

FLOOR: -Anti-static carpet tile or heavy weight commercial anti-

static carpet

Access

The Fiction Collection and Seating Area must be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or fover increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Side aisles, which run parallel to stack sections, can be no longer than 20 to 21 feet (6 to 7 stack sections) without a cross aisle (range aisle) provided to break up the side aisles. Both side and range aisles are required to be 36" wide. Main aisles are principale access routes

which routes, which run perpendicular to side aisles and must be a minimum of 44" wide. End aisles, which serve a single-faced section of stacks and run perpendicular to side aisles, must be a minimum of 36" wide with 44" required if side aisles are only 36" wide. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 54" above the finished floor.

Unless equivalent seating is available, a minimum of 5%, but no less than one table, counter or carrel will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

While this area will be relatively busy with patrons coming and going, it should provide some refuge from the hustle and bustle of the Information Desk, the Browsing Area and the AV Collection and Seating Area. Adequate sound control must be provided through the use of acoustic ceilings and floors, wall treatment, and the location of the stacks. Bookstacks should be located as a buffer to the reader seating in this area so that patrons can escape for with enhanced backing (No carpet pad permitted); Vinyl or tile floor guiet reading, study or undisturbed thought. A white noise or sound masking system may be around any water fountains required to provide an appropriate environment for reading, study, or browsing.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 -60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books.

Books housed on single-faced shelving units should be highlighted to attract patrons to these collections. Spotlights are not acceptable.

Provide a minimum of 30 to 40 foot candles foot-candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one single data drop (jack) per reader seat, with a minimum requirement of network connectivity to at least two-thirds of the tables and carrels. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

The staff at the Information Desk will supervise the Fiction Collection. The bookstack and seating areas should be laid out to optimize visual supervision, however it may not be possible to have all areas visible to staff at the desks. Any areas not easily observed by desk staff may require monitoring by a security camera.

Signage

Required signage includes a major area directional and identification sign, which can be seen from the Lobby, Check Out Desk, OPAC Area, and Reference Area. This directional sign ("Fiction") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke widthto-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

Signage requirements may include directional signs for major collection categories, such as Westerns," "Mystery," and "Science Fiction." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required. To provide universal access to power and data connections, wall-mounted receptacles and "Westerns," "Mystery," and "Science Fiction." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, pictogram flag signs in traffic paths for elevators or rest rooms, restriction signs, (e.g., "Emergency Exit Only - Alarm will

Sound", "No Smoking"), changeable and permanent information signs (e.g., "Please do not reshelve library materials"), -and donor recognition plaques.

All signs shall be in Spanish and English

Electrical

Provide one single data drop (jack) per reader seat, with a minimum requirement of network connectivity to at least two-thirds of the tables and carrels. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6: above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

UNIT

1

Furniture & Equipment and Shelving Units

	QTY	Sq. Ft.	Sq. Ft.
Description of Shelving Units			
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves 1400 Fiction	5	18	90
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves 190 Large Print	2	12	24
Paperback "Spinner" W/ 4 Rotor Towers 700 Paperbacks	2	70	140
Description of Furniture & Equipment Units			
Chair, Lounge	4	35	140
Chair, Reader's	4	0	0
Chair, Technology Workstation	1	0	0
Computer, OPAC Desktop	2	0	0
Lamp, Table	2	0	0
Stool, Kick-Step	2	0	0
Table, End	2	12	24

Table, Reader's

Technology Carrel

Technology Carrel

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80

35

40

80

35

40

UNIT EXTENDED

I.H. GENERAL BUILDING SERVICES - 379 -Sq. Ft.

FUNCTIONAL ACTIVITY

The primary function of the General Building Services Division is to provide custodial, storage, and mechanical equipment space, and other support spaces. The division also provides space for shipping and receiving and a loading area for the library and the literacy bookmobile "Aprendo Van".

SPATIAL RELATIONSHIPS

Some of the custodial services will be located throughout the building as non-assignable square footage in the form of Custodial Sink and Supply Closets. However, the majority of the space in this division will be best located in the back-of-the-house areas of the library. Care should be taken in the location of noise producing spaces such as the Mechanical Equipment Room to isolate them from public spaces and staff offices.

PROXIMITY: Check Out irculation-Workroom, Staff Services Area, Shipping/Receiving

AWAY: Public Areas

DIVISION SPACE SUMMARY		Sq. Ft.
Custodial Closet		81
Data/Telephone_Room		84
Lawn & Garden Tools Storage		35
Loading Area-Service Entrance		N/A
Mechanical Equipment Room		N/A
Shipping & Receiving		179
	TOTAL:	379

1. Custodial Closet - 81 Sq. Ft.

Functional Activity

This space will provide an area for custodians to house supplies and equipment for care of the building.

A rack for brooms, mops, etc. is to be attached to a wall.

Relationships

The Closet should be adjacent to the Loading area and in the proximity of the Shipping/Receiving and the Circulation Workroom.

ADJACENT: Loading area

CLOSE: Rest Rooms, if feasible PROXIMITY: Circulation Workroom Shipping/Receiving

Flexibility

It is not anticipated that this area will would change purpose or require expansion.

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Fenestration

No windows.

Finishes

This area will be spartan and industrial in nature.

CEILING: Exposed structure or acoustical tile

WALLS: Latex paint over sealed concrete, Cement block or water resistant

drywall

FLOOR: ——Sealed concrete, vinyl tile, sheet vinyl, floor drain

Access

Custodial Workrooms must be accessible from a 36" aisle. A 36" wide door with a minimum of clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed ½" in height.

Sink faucets must be the lever_-type, electronically activated, or approved self closing valves with a minimum 10 second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets.

The sink will shall be a mop floor sink

Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

The sound generated here must be dampened and not permitted to disturb any nearby library spaces. The primary strategy for noise control will be to locate this space away from offices, workrooms, meeting and conference rooms, collection and reader seat areas, and other areas requiring quiet.

Illumination

Interior lighting provided by industrial strength, non-glare fixtures which deliver a minimum of 30 to 40 foot candles at counter level, and task lighting which delivers up to 50 foot candles at counter level, and task lighting which delivers up to 50 foot candles at the work surface.

Use occupancy sensors or motion detectors for energy savings.

Security

This is a staff_-only area, which requires a mechanical lock, and key, electronic keypad, or magnetic card reader to control access.

Signage

Required signage includes a permanent room identification sign ("Custodial Closet - Staff Only") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

Furniture & Equipment and Shelving Units

Description of Francisco O Francisco and Heite	UNIT QTY	UNIT_EX	KTENDED Sq. Ft.	
Description of Furniture & Equipment Units				
Cleaning Cart	1	15	15	
Key Cabinet	1	0	0	
Ladder, Extension	1	0	0	
Mop Bucket	1	4	4	
Paper Towel Dispenser	1	0	0	
Shelving, SF 90"h Steel W/ 7 Shelves	3	12	36	
	UNIT_	UNITEX	TENDED	
	QTY	Sq. Ft.	Sq. Ft.	
Sink, Mop	1	6	6	
Storage Cabinet, Hazardous Materials	1	20	20	
Vacuum Cleaner, Dry Upright	1	0	0	

2. Data/Telephone -Room - 84 Sq. Ft.

Functional Activity

The data and telephone backboards will be placed in this room. The library has <u>established a specific design requirements it wishes to use</u> for the boards. A UPS will be in this room and will be used to safely power down equipment in the event of the loss of power.

The library uses Cat_5e wiring. Conduits must be adequately sized so that each device will have a Cat-e5e wire linked to terminate in this room.

Relationships

-The Computer/Telecommunications Room should be adjacent to the Circulation Workroom.

ADJACENT: Circulation Workroom

Flexibility

It is not anticipated that this area will would change purpose or require expansion.

Fenestration

No windows.

Finishes

Minimal finishes for a non-public area.

CEILING: Exposed structure or acoustical tile

WALLS: Latex paint over sealed concrete or concrete block

Plywood backboards

FLOOR: ——Sealed or painted concrete with drain

HVAC

This room should be on a separate thermostat so that it can maintain the temperature needed for computer equipment.

Illumination

Use industry standards for close work.

Use occupancy sensors or motion detectors for energy savings.

Telecommunications

The electrical/data consultant to work with the library technical staff during the construction drawing phase in order to insure that this room is functional.

Security

This is a staff only area, which requires a mechanical lock, and key, electronic keypad, or magnetic card reader to control access.

Signage

Required signage includes a permanent room identification sign ("Computer/Telecommunications Room - Staff Only") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

Electrical

The electrical/data consultant <u>will to-</u>work with the library technical staff during the construction drawing phase in order to insure that adequate outlets are installed. A UPS system will be installed.

Furniture & Equipment and Shelving Units

Turintare & Equipment and onerving office	UNIT	_	KTENDED	
	QTY	Sq. Ft.	Sq. Ft.	
Description of Furniture & Equipment Units				
Box, Cardboard	3	4	12	
Computer Server, Mini (CPU)	1	0	0	
Router/Switch	1	0	0	
Stool, Technology Workstation	1	0	0	
Telecommunications Backboard	1	28	28	
Telephone, Portable/Wireless Handset	1	0	0	
Uninterruptible Power Supply (UPS), Multiple Devices	1	10	10	
Waste Basket	1	4	4	
Workstation, Computer Technician's Counter	1	30	30	

3. Lawn & Garden Tools Storage - 35 Sq. Ft.

Functional Activity

During schematic design phase, the site lay--out will determine what kind of lawn and garden tools are needed. Space will need to be allocated to these tools.

Relationships

This space can be attached to the building or detached near the covered bookmobile area, depending on what is most functional and safest for storage of equipment. If it is attached, it should be in the "back" of the building and not visible to the public. It should not open into the library, only to the outside.

Fenestration

No windows.

Finishes

This area will be spartan and industrial in nature.

CEILING: Exposed structure or acoustical tile

WALLS: Latex paint over sealed concrete, Cement block or water-resistant

drywall

FLOOR: Sealed concrete

HVAC

None

Illumination

Use occupancy sensors or motion detectors for energy savings.

Signage

This is a staff only area, which requires a mechanical lock, and key, electronic keypad, or magnetic card reader to control access.

Furniture & Equipment and Shelving Units

3	UNIT	UNIT_EX	XTENDED
	QTY	Sq. Ft.	Sq. Ft.
Description of Furniture & Equipment Units			
Shelving, Industrial	1	15	15
Storage Cabinet, Hazardous Materials	1	20	20

4. Loading Area-Service Entrance - 0 Sq. Ft.

Functional Activity

The Loading area is where the library will receive shipments of furniture and equipment, books and supplies, mail, materials from commercial vendors and from the library's delivery system, or the library's bookmobile. The Library's literacy van "Aprendo Van" will load and unload and be housed at this site. There should be a "safe" place to secure this unit when it is not in use.

This area will essentially be outside of the library, but it should have a roof or overhang so

that loading and unloading can be done during inclement weather. Doors and corridors should be large enough to accommodate bulky equipment and furniture.

Relationships

The Loading Area must be adjacent to Shipping and Receiving.

ADJACENT: Custodial Workroom

Circulation Workroom

Bookmobile (Outreach) Offices

Shipping & Receiving

AWAY: Public service areas

Flexibility

It is not anticipated that this area would change purpose or require expansion.

Finishes

CEILING: Exposed structure

WALLS: Painted Concrete or glazed and textured CMU with

corner guards

-Sealed Concrete FLOOR:

Access

The Loading area must be accessible from a 36" aisle. A 36" wide door (or wider) with a minimum 32" clearance is required. Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

This <u>area</u> will tend to be a very noisy space. The sound generated here must be dampened and not permitted to disturb any nearby library spaces. The primary strategy for noise control will be to locate this space away from offices, workrooms, meeting and conference rooms, collection and reader seat areas, and other areas requiring quiet.

HVAC

Not applicable

Illumination

The exterior will need to be well lighted to assist in theft/vandalism prevention.

Telecommunications

-One wall-mounted voice outlet (one voice) suitable for a wall-mounted phone, located inside near the loading dock door.

Security

Doors will need to be alarmed and should be as vandal-proof as possible.

Signage

Required signage includes a permanent identification sign ("Loading area" or "Staff Only") wall-mounted on the latch side of the door to the inside at 60" above the finished floor with characters that must be 1/32" raised uppercase sans serif type accompanied by

Grade II Braille. Additional signage requirement may include an exterior sign "No Parking -- Service and Delivery Vehicles Only."

A sign holder designed to which holds an 8 1/2 x 11 message for any special messages.

Electrical

Need 110 and 220 outlets for plugging in the bookmobile. Need lockable covers.

Furniture & Equipment and Shelving Units

UNIT **UNIT EXTENDED** QTY Sq. Ft. Sq. Ft.

Description of Furniture & Equipment Units

None

Sq. Ft. 5. Mechanical Equipment Room 0

Functional Activity

This room is for the placement of the mechanical equipment, which operate the library's HVAC system. This room should have a set of double doors, or an extra-wide single door to allow, for bringing bulky items to be moved in and out of the room.

Relationships

This room has no adjacency requirements. If the mechanical system is placed on the roof or elsewhere on the site, this room may serve as the electrical room.

Flexibility

It is not anticipated that this area would change purpose or require expansion unless an addition was built on to the building, and then additional Mechanical Equipment Rooms would be needed.

Fenestration

No windows required.

Finishes

Minimal finishes for a non-public area.

CEILING: Exposed structure or acoustical tile

WALLS: Latex paint over sealed concrete or concrete block

FLOOR: -Sealed or painted concrete with drain

Access

If inside the Mechanical Equipment Room must be accessible from a 36" aisle. A 36" wide door with a minimum 32" clearance is required. Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

The sound of mechanical equipment must be dampened so that the noise generated from this room does not disturb staff or public areas of the library. The primary strategy for

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noise control will be to locate this space away from offices, workrooms, meeting and conference rooms, collection and reader seat areas, and other areas requiring quiet.

HVAC

Ventilation is crucial to limit interior pollution.

Illumination

Interior lighting provided by industrial strength fixtures which deliver a minimum of 30 to 40 foot candles at floor level.

Use occupancy sensors or motion detectors for energy savings.

Telecommunications

Provide one wall-mounted voice outlet (one voice) suitable for a wall-mounted telephone, located near the door. Also provide power and data cabling for remote Energy Management System (EMS).

Security

This is a staff only area which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access unless it is located within a secured staff area.

Signage

Required signage includes a permanent room identification sign ("Mechanical Room" or "Staff Only") wall-mounted on the latch side of the door at least 60" above the finished floor with characters that must be 1/32" raised uppercase sans serif type accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

Furniture & Equipment and Shelving Units

Description of Furniture & Equipment Units

To be Designed by the Mechanical Engineer

Shipping & Receiving - 179 Sq. Ft.

Functional Activity

This area provides space for the delivery of library books and materials, furniture and equipment. The loading of the bookmobile will go through this space.

If a materials handling system is cost effective at the time of design, the book return room, the return area at the circulation counter, and shipping and receiving should be designed to interface with a single materials handling system.

Relationships

Shipping and Receiving must be adjacent to the Loading area and Circulation Workroom.

ADJACENT: Loading area Circulation Workroom

CLOSE: ——Outreach Bookmobile Area PROXIMITY: Computer/Telecommunications Room

Flexibility

It is not anticipated that this area would change purpose or require expansion.

Fenestration

No windows required.

Finishes

Minimal finishes as this is not a public area and will only be used by staff.

CEILING: Exposed structure or Acoustical acoustical tile

WALLS: ——Concrete; Glazed and textured CMU; or Dry wall

FLOOR: ——Sealed concrete; Vinyl tile; Carpet

Access

The Shipping and Receiving Area must be accessible from a 36" aisle. A 36" wide door (or wider) with a minimum 32" clearance is required. Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

This <u>area</u> will tend to be a somewhat noisy space while deliveries are taking place. However, deliveries are short in duration. The space should be located away from conference and <u>meeting roomsMeeting Room</u>, and the public area.

HVAC

Separate temperature control is required if this is a separate room. Comfort level to be set at 68° to 72° during heating and 72° to 78° during cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 10 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. HVAC vents should be located to avoid drafts on occupants.

Illumination

Interior lighting provided by industrial strength, non-glare fixtures, which deliver a minimum of 30

to 40 foot candles at counter level.

Telecommunications

One standard duplex communications outlet (one voice and data) co-located with associated power every 6' on the shipping and receiving counter supporting electronic postage, shipping and receiving equipment.

One standard quad communications outlet (two voice and two data) co-located with associated power at each workstation position.

Security

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Staff only area which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access. Door(s) will need to be alarmed.

Signage

If this is a separate room, required signage includes a permanent room identification sign ("Shipping & Receiving" or "Deliveries") wall-mounted on the latch side of the door at least 60" above the finished floor with characters that must be 1/32" raised uppercase sans serif type accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

Furniture & Equipment and Shelving Units

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	UNIT	UNIT_EX	XTENDED
	QTY	Sq. Ft.	Sq. Ft.
Description of Furniture & Equipment Units			
Box, Cardboard	10	4	40
Hand Truck	1	4	4
Workstation, Inter-Branch Sorting Counter	1	65	65
Workstation, Shipping & Receiving Counter	1	70	70
I. <u>INFORMATION DESK AND REFEREN</u>	ICE CO	DLLEC	<u> ΓΙΟΝ -</u>
470 Sq. Ft.			

I.J. INFORMATION DESK AND REFERENCE COLLECTION -- 4370 - Sq. Ft.

FUNCTIONAL ACTIVITY

The primary function of the Information DeskInformation Desk and Reference Collection is to provide the public of all ages assistance with help using the reference and circulating collections, collections, indexes, the Internet and electronic databases. This area is the collection and assistance center of the library and houses the reference book collections, circulating collections, and a central cluster of Public Access PC's. The staff will assist the public with their information searching in electronic and print formats.

SPATIAL RELATIONSHIPS

Patrons with informational questions will-often enter the library and proceed directly to the Information Desk. Frequently, they consult the computers first, then the staff at this desk then the non-fiction or Reference Collection.

The Non-Fiction Collection must have a strong spatial relationship with this area for the library to function effectively. Since children will be primary users in Mendota, this desk must also have a strong spatial relationship with the Children's Area.

While the Young Adult Services Area should not be <u>adjacent too close</u> to the Information Desk, it should be in close the proximity so that young adults may obtain the assistance they need.

CLOSE: Non-Fiction Collection PROXIMITY: Audio-Visual Area

Library Entrance Periodicals Collection Young Adult Services

AWAY: Children's Area

DIVISION SPACE SUMMARY

Sq. Ft.

Information Desk	100 849
Reference & Collection & Seating Area	282 198
Reference Equipment	
88 188	370
	TOTAL:

4370

Furniture & Equipment and Shelving Units

UNIT UNITEXTENDED
QTY Sq. Ft. Sq. Ft.

Description of Furniture & Equipment Units

Reference Collection - 370 Sq. Ft.

Functional Activity

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The function of this space is to house the library's reference books. Reference books include dictionaries, directories, encyclopedias, almanacs, government documents and other research oriented materials. While much of this collection is currently primarily still in paper format, portions of the reference print collection are expected to be converted to electronic format over time; therefore, some of the bookstack area may be replaced with Internet workstations in the future.

Relationships

The Reference Collection must be adjacent to the Information Desk and close to the Computer Center and the Copy Center. While the Reference Collection is an extension of the Non-Fiction Collection, there should be a clear distinction between the two collections to avoid confusion to library patrons.

ADJACENT: Information Desk

CLOSE: -Copy Center (Reference)

Computer Center

PROXIMITY: Non-Fiction Collection & Seating

AWAY: Children's Entrance

Flexibility

It is not likely that this area will need to expand, but some space may need to be converted to accommodate more electronic workstations in the future. To that end, flexibility should be a goal, and a potential conversion plan would be wise.

Fenestration

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Any operable windows in public areas will require lockable screens.

Finishes

The floor finishes must be stain-resistant, dirt repellant, durable, attractive and as maintenance free as possible since they will get very heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean.

CEILING: Acoustical tile

WALLS: Paint (Latex semi-gloss recommended); Sisal, Vinyl, or Fabric wall

covering; Corner guards for columns and walls; Hanging track;

Vinyl or carpet cove base

FLOOR: Anti-static carpet tile or heavy weight commercial anti-static carpet

with enhanced backing (No carpet pad permitted); Vinyl or tile

floor around any water fountains

Access

The Reference Collection must be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Side aisles, which run parallel to stack sections, can be no longer than 20 to 21 feet (6 to 7 stack sections)

without a cross aisle (range aisle) provided to break up the side aisles. Both side and range aisles are

required to be 36" wide. Main aisles are principale access routes, which run perpendicular to side aisles and must be a minimum of 44" wide. End aisles, which serve a single-faced section

of stacks and run perpendicular to side aisles, must be a minimum of 36" wide with 44" required if side aisles are only 36" wide. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 54" above the finished floor.

A minimum of 5%, but no less than one, of tables, counters or carrels will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

This should be a relatively quiet area since many people will be here to do serious research and study. Adequate sound control must be provided through the use of acoustic ceilings and floors, wall treatment, and the location of the stacks.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books. Books housed on single-faced shelving units should be highlighted to attract patrons to these collections. Spotlights are not acceptable.

Provide a minimum of 30 to 40 foot-candles of light (with 50 foot 50-foot candles preferred) at table toptabletop level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be

zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one single data drop (jack) per reader seat, with a minimum requirement of network connectivity to at least two-thirds of the tables and carrels. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture.

Associated power will be required consisting of one duplex power receptacle for every data A minimum of 5%, but no less than one, of tables, counters or carrels will meet accessibility drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

Staff at the Information Desk will supervise the Reference Collection. The bookstack and seating areas should be laid out to optimize visual supervision, however it may not be possible to have all areas visible to staff at the desk. Any areas not easily observed by desk staff may require monitoring by a security camera. If separate inventory control gates are included, they may be located here at a minimum distance of eight feet from the nearest electronic workstation. Alarms should be audible at the Information Desk.

Signage

Required signage includes major area directional and identification signs, which can be seen from the Lobby, Computer Area, and Check Out Desk and the Information Desk. This directional sign "Reference Collections") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

A changeable insert sign system is required for stack end panels. Shelf face sign carriers are required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, pictogram flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "No Food or Drink"), changeable and permanent information signs (e.g., "Please do not reshelve library materials"), and donor recognition plaques.

All signs will be in English and Spanish.

Furniture & Equipment and Shelving Units

	UNIT UNIT_EXTEND		KTENDED
	QTY	Sq. Ft.	Sq. Ft.
Description of Shelving Units			
36" Aisle DF 45"H Steel Shelving W/ 6 Shelves	2	18	36
200 Reference (Encyclopedias, Directories, Etc.)	0	18	162
36" Aisle DF 90"H Steel Shelving W/ 12 Shelves 1750 Reference	9	10	102
36" Aisle SF 45"H Steel Shelving W/ 3 Shelves	7	12	84
<u>450</u> — <u>450</u> — Homework			

	<u>UNII UNII EXI</u>		X I ENDED
	QTY	Sq. Ft.	Sq. Ft.
Description of Furniture & Equipment Units			
Atlas Case	1	25	25
Dictionary Stand	1	10	10
File Cabinet, Vertical (Four Drawer)	1	14	14
Map Case	1	35	35
Waste Basket	1	4	4

Information Desk - 100 Sq. Ft.

Functional Activity

-The Information Desk is a primary service point that patrons will see when entering the library. It should present a welcoming well-organized, appearance.

The Information portion of the counter must be of sufficient depth to accommodate equipment, telephones, and printers. The area under the desk should provide sufficient knee space for each staff workstation while allowing additional under-counter space for storage and shelving for equipment that is not located on the desktop.

There should be a visually self-explanatory queuing system in front of the desk that will allow patrons to queue during busy periods. This can be accomplished through the use of, different floor materials, or a different color or type of carpet. Patrons standing in this line should not impede access for other library patrons entering or exiting the library, i.e., there must be enough room in front of the desk so that there is no bottleneck when a line forms.

Efficiency and good ergonomics are vital. The interior designer will be required to work closely with library staff on the design of this desk. At least one site visit to a library to discuss efficiency and ergonomics will be required.

Occupancy

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Mendota Neighborhood Library

TECHNOLOGY WORKSTATIONS: 1

Relationships

The Information Desk must be clearly visible from the Public Entrance and Lobby. For supervision, the library staff at the Information Desk should have good sight lines to the rest of the library.

ADJACENT: Reference and other library collections...

CLOSE: Audio-Visual Area, Browsing, Children's area, Computer Center,

Young Adult Area, Non-Fiction Collection & Seating

Flexibility

The Information Desk is not likely to be remodelled remodeled in the future.

Fenestration

Although natural light is not required, it is highly desirable in this space. East and west facing windows are to be avoided and no glare is to be permitted on computer screens. Exterior windows may require roller shades or other light control devices.

Finishes

The finishes in this area will receive a great deal of wear and tear. The floor should be either a durable non-slip hard surface or a high quality anti-static carpet tile that can be replaced as needed. Any wall or casework surfaces should be highly resistant to marking and easily cleaned. All work counters should be attractive, with non-glare surfaces and rounded edges to reduce the possibility of injury to staff and patrons. Walls and columns require corner guards. The patron side of the desk should be mark resistant and incorporate a toe reveal to preserve the front of the desk.

CEILING:	Acoustical tile
WALLS:	Paint (Latex semi-gloss recommended); Vinyl, Sisal or Fabric wall
	covering
FLOOR:	Anti-static carpet tile, Vinyl tile, Linoleum, Cork, Stone or
	Unfinished quarry tile; Anti-fatigue mats at staff workstations

Access

The Information Desk must be accessible by means of a 36" minimum aisle. The area will contain no less than one accessible transaction counter located at a section of the counter that is no more than 28" to 34" high for a continuous length of 36". There is no requirement for knee clearance at checkout counters. Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

Since this space will be guite noisy because of patrons walking and talking, everything possible should be done to keep the noise generated in this area from spreading throughout the library. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment.

HVAC

Comfort level to be set at 68° to 72° during heating and 78° during cooling for energy savings. Relative humidity at 30 – 50% and ventilation at 10 to 12 cubic feet per minute.

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HVAC vents should be located to avoid drafts on occupants.

Illumination

Minimum of 40 to 50 foot-candles of ambient light with additional non-glare task lighting up to 75 foot candles over the workstations. Signage should be illuminated for greater visibility. Lighting must not create a heat buildup.

Telecommunications

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power distributed every 4' on the work counter and one standard quad communications outlet (two voice and two data) co-located with associated power at each workstation position.

Security

This desk will not be staffed at all times. When it is staff-staff will supervise the children's area and the collection portion of the library. Good visual control of the entire library is essential.

Signage

Required signage includes a well-lighted major area directional and identification sign which can be seen from the Lobby and Library Entrance. This directional sign (Information Desk) will be designed with the library staff and the electrical engineer during the construction drawing. It must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

Additional requirements include changeable and permanent information s such as "Ask Me!", "Holiday Closures" or "Internet Classes on Saturday."

All signs will be in English and Spanish.

Electrical

Power will be required for Computers, receipt printers, laser wands, phones. Detailed planning will be done with the library staff and the electrical engineer during the construction drawing phase. The electrical engineer will be required to visit an existing library side.

Furniture & Equipment and Shelving Units

UNIT UNIT EXTENDED

QTY Sq. Ft. Sq. Ft.

Description of Shelving Units

Included in Reference Collection Area above

Description of Furniture & Equipment Units

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Bar Code Reader, Fixed Mount	2	0	0
Chair, Task	2	0	0
Computer, Staff Desktop	1	0	0
Telephone Handset	2	0	0
Waste Basket	2	4	8

J. LITERACY CENTER - 715 Sq. Ft.

FUNCTIONAL ACTIVITY

The primary function of the Literacy Division is to house the Literacy program's staff, collections, meeting and tutoring areas, and administration. This area may be staffed by volunteers from the community Volunteers from the community may staff this area. The individuals who use the services of the literacy center will include those needing help with reading, writing or study skills or individuals for whom English is a second language. The Literacy Center, its design and location, should afford a great deal of privacy to those individuals who might not otherwise seek assistance. The area should be removed from the busier areas of the library since noise can hamper testing or learning for individuals with a learning disability.

SPATIAL RELATIONSHIPS

This Division has no specific adjacency requirements except that it should be located in a more remote, quieter area of the library.

DIVISION SPACE SUMMARY		Sq. Ft.
Conference Room		199
ESL & Families for Literacy Office		220
Literacy Collection		52
Tutoring Room		244
	TOTAL ·	715

1. Conference Room - 199 Sq. Ft.

Functional Activity

This space will serve as a conference and study room. It may also be used as a miniclassroom or training room, a quiet study room, a literacy staff conference or project room.

Occupancy

READER SEATS: 6

TECHNOLOGY WORKSTATIONS: 1

CONFERENCE ROOM TABLE: 1

Relationships

This <u>room must be room may be located close to the Young Adult Area, literacy center or computer center rest of the literacy area.</u>

ADJACENT:	Young Adult Area or
	Kitchenette for serving refreshments or
	Literacy Center or
	Computer Center
——Flexibility	

This area will not be expanded although its purpose may be changed, so design should allow for flexibility. Outlets for laptops will be required, and a future LCD projector may be

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Fenestration

Natural light and view windows are desirable.

Finishes

All finishes in this area must be as indestructible as possible. The floor finishes must be stain-resistant, dirt repellant, attractive and low maintenance. Wall finishes should be attractive durable, mark resistant and easy to clean.

CEILING: Acoustical tile

WALLS: Glass window; Paint (Latex semi-gloss recommended); Vinyl with

> tackable acoustical panels for sound absorption; Chair rail; the equipment list for this space lists a framed white board, but the library would prefer a full wall of white board with a hanging strip

and marker tray, Vinyl or carpet cove base

FLOOR: Anti-static carpet tile or heavy weight commercial anti-static carpet

with enhanced backing (No carpet pad permitted)

Access

The Conference Room must be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Side aisles, which run parallel to stack sections, can be no longer than 20 to 21 feet (6 to 7 stack sections) without a cross aisle (range aisle) provided to break up the side aisles. Both side and range aisles are required to be 36" wide. Main aisles are principale access routes, which run perpendicular to side aisles and must be a minimum of 44" wide. End aisles, which serve a single-faced section of stacks and run perpendicular to side aisles, must be a minimum of 36" wide with 44" required if side aisles are only 36" wide. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 54" above the finished floor.

A minimum of 5%, but no less than one, of all fixed or built-in seating, tables, counters or carrels will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an fixed accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

Network access must be available to the public for laptops a public use pc and the library networked printer; data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter

spaced to a maximum of 100'. Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

Moderate to high acoustical isolation is required to ensure quiet study in this room, and to contain any noise generated by group study, tutoring, or multimedia presentation. The room's surfaces should be absorptive and include carpet, acoustical wall panels, and acoustical ceiling tiles.

HVAC

Temperature should be maintained between 68° and 72° when heating and 72° to 78° when cooling, for comfort and energy savings. Relative humidity at 30 to 60% and ventilation at 10 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Enclosed room requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in study rooms.

Illumination

Minimum light level of 30 to 40 foot-candles with 50-foot candles preferred over the table top. Lighting should be dimmable for multimedia viewing and extended computer use. Standard non-glare office lighting, such as deep-cell parabolic fluorescent fixtures with semi-specular aluminum louvers, is acceptable. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one standard guad communications outlet (four data) wall-mounted at 15" above the finished floor on a minimum of two walls or wall-mounted at 6" above the work surface for any counters. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface the work surface, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Audio-Visual

The Conference will support the use of portable audiovisual equipment. A power receptacle should be located in a position suitable for a mobile cart to be plugged in and viewed from the table. An unobstructed wall surface (smooth texture, white paint) should be provided for use of portable film (e.g., 35mm slide) or computer projector.

Security

Staff at the nearest service desk must easily supervise the Conference Room. Sight lines to the room, which should have a glass wall and a glass door to the public area

must be unobstructed. Remote electronic switch at the desk, or by mechanical lock and key, electronic keypad, or magnetic card reader should control access to the room.

Signage

- -Required signage includes a permanent room identification sign ("Conference and Group Study
- Room") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32"
- -raised uppercase sans serif characters accompanied by Grade II Braille. This room
- -identification sign should include a sign carrier for posting schedules. Additional signage
- -requirement includes room identification number as assigned by facilities staff.

All signs will be in English and Spanish.

Furniture & Equipment and Shelving Units

r drintare & Equipment and Onerving Onits	UNIT QTY	UNIT_EX Sq. Ft.	KTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Chair, Conference Room	6	0	0
Computer, Public Desktop	1	0	0
——Table, Conference	1	195	195
Waste Basket	1	4	4
White Board	1	0	0

ESL & Families for Literacy Office - 220 Sq. Ft.

Functional Activity

This is the office for the literacy staff where the program will be planned, managed, and analyzed. It will also provide a private space where staff and volunteer interviews and evaluations can be conducted and where the public can come to discuss confidential issues.

Occupancy

STAFF OFFICE WORKSTATIONS: 1

Relationships

This space should be adjacent to the Literacy Workroom. Staff will be a volunteer or paid staff, should be able to get to the office easily from the volunteer's desk for assistance. The public should be able to access the Literacy Office without going through the Literacy Workroom.

Literacy Collection & Seating ADJACENT:

Volunteer's Desk

Kitchenette for serving refreshments

CLOSE: -Literacy Study/Tutoring Room(s)

Flexibility

This area will not be expanded although additional study rooms might be added. It is possible that the rooms may not serve their intended purpose or other space needs may become more critical, so design should allow for flexibility.

Fenestration

Interior windows, which allow supervision of the Literacy Center, are required. Interior windows require shades, etched glass, or roller blinds so the public can not see into this room in order to protect the confidential nature of many interviews. Natural light is desirable as long as it does not create glare on computer screens. Exterior windows in staff areas should be provided with roller shades or other light control device if needed. Staff areas may have operable windows.

Finishes

Finishes should be welcoming, but professional in appearance. The walls and carpet will not have the heavy use of public areas, but must maintain a quality appearance after many years of normal office use. Floor finish should be stain-resistant, dirt repellant, durable, and low maintenance. Wall finishes should be attractive, durable, mark resistant, and easily cleaned.

CEILING: Acoustical tile

WALLS: Paint (Latex semi-gloss recommended); Glass window; White

Board; Tackable surfaces; Vinyl or carpet cove base; Hanging

track

FLOOR: -Anti-static carpet with enhanced backing (No carpet

pad permitted)

Access

The Literacy Office will be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer, increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors, which serve an occupancy load of 10 or more, must be a minimum of 44" wide.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed ½" in height.

Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

Due to the confidential and sensitive nature of conversations in the Literacy Office, a high degree of sound isolation is required. To achieve speech privacy, a slab-to-slab full height partitions are is required. Ceiling tile must have a high sound isolation rating, and other sources of sound penetration including recessed electrical boxes; doors, window mullions and thickness of glass; wall thickness and air space; and ceiling system must be addressed. A sound masking system may be necessary to achieve full speech privacy level.

HVAC

Separate temperature control is required. Comfort level to be set at 68° to 72° during heating and 72° to 78° during cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 10 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. HVAC vents should be located to avoid drafts on occupants.

Illumination

Minimum 30 to 40 foot-candles of ambient light supplemented by task lighting providing at least 50 foot candles at the workstation. Standard non-glare office lighting, such as deepcell parabolic fluorescent fixtures with semi-specular aluminum louvers, is acceptable.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at the primary workstation location, mounted on the wall 6" above the desk or 15" above the finished floor; and one standard quad communications outlet (two voice and two data) co-located with associated power on the opposite wall.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

This is a staff office, which requires a mechanical lock, and key, electronic keypad, or magnetic card reader to control access. The office must be easily accessible by the public from the Literacy Collection and Seating Area.

Signage

Required signage includes a permanent room identification sign ("Literacy Office") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans_-serif characters accompanied by Grade II Braille. This room identification sign may include a sign carrier for posting schedules. Additional signage requirement includes room identification number as assigned by facilities staff.

All signs will be in English and Spanish.

Signage will meet requirements as outlined in the Signage Space Detail.

Furniture & Equipment and Shelving Units

	UNIT	UNIT_EX	XTENDED	
	QTY	Sq. Ft.	Sq. Ft.	
Description of Furniture & Equipment Units				
Art Print	1	0	0	
Chair, Supervisor's	1	0	0	

Furniture & Equipment and Shelving Units

	UNIT	UNITEX	(TENDED
	QTY	Sq. Ft.	Sq. Ft.
—Chair, Visitor's	2	15	30
Computer, Staff Desktop	1	0	0
File Cabinet, Lateral (Four Drawer)	1	20	20
Printer, Laser (B&W)	1	0	0
Shelving, SF 84"h Steel W/ 6 Shelves	8	12	96
Telephone Handset	1	0	0
Waste Basket	1	4	4
Workstation, Preparation Counter	1	70	70

3. Literacy Collection - 52 Sq. Ft.

Functional Activity

This area of the Literacy Center will house the books, tutoring materials, worksheets, and study skills materials.

Occupancy

READER SEATS: 09

TECHNOLOGY WORKSTATIONS: 02

TECHNOLOGI WORKSTATIONS. UE

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Mendota Neighborhood Library

Report Printed on:

MEETING ROOM SEATS: 0

PUBLIC SERVICE DESK WORKSTATIONS: 04

Relationships

The Literacy Collection and Seating Area should be in a less trafficked area of the library. The Literacy Collection and Seating Area should be adjacent to the Literacy Office and the Literacy Workroom.

ADJACENT: Literacy Office

CLOSE: -Literacy Study/Tutoring Room(s)

Flexibility

In case this area ever requires expansion, it should be adjacent to another collection and seating area.

Fenestration

Although natural light is highly desirable in this space, eEast and wWest-facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens. Computer screens and workstations should be placed at right angles to any windows that may cause glare.

Finishes

The floor finishes must be stain-resistant, dirt repellant, durable, attractive and as maintenance free as possible since they will get very heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean.

CEILING: Acoustical tile

WALLS: Paint (Latex semi-gloss recommended); Sisal, Vinyl, or Fabric

Wall covering; Corner guards for columns and walls; Hanging

-track; Vinyl or carpet cove base

FLOOR: Anti-static carpet tile or heavy weight commercial anti-static carpet

with enhanced backing (No carpet pad permitted); Vinyl or tile

floor around any water fountains

Access

The Literacy Collection and Seating Are Area must be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or fover increase the accessible aisle requirement in increments of 1 1/2" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Side aisles, which run parallel to stack sections, can be no longer than 20 to 21 feet (6 to 7 stack sections) without a cross aisle (range aisle) provided to break up the side aisles. Both side and range aisles are required to be 36" wide. Main aisles are principale access routes which run perpendicular to side aisles and must be a minimum of 44" wide. End aisles, which serve a single-faced section of stacks and run perpendicular to side aisles, must be a minimum of 36" wide with 44" required i side aisles are only 36" wide. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 54" above the

finished floor.

A minimum of 5%, but no less than one, of all fixed or built-in seating, tables, counters or carrels will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic Literacy equipment, then access to data jacks and power receptacles must meet the criteria outlined in the telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'. Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

A moderate to high level of acoustical control is required to keep noise generated in this space from spreading throughout the library. Adequate sound control must be provided through the use of acoustic ceilings and floors, wall treatment, and the location of the stacks. Bookstacks should be located as a buffer to the reader seating in this area so that patrons can escape for quiet reading, study or undisturbed thought. A white noise or sound masking system may be required to provide an appropriate environment for reading, study, instruction or presentation, or undisturbed browsing.

HVAC

Separate temperature control is required. Comfort level to be set at 68° to 72° during heating and 72° to 78° during cooling for energy savings. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books.

Provide a minimum of 30 to 40 foot-candles of light (with 50-foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading books and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels f lighting are desirable.

Telecommunications

Provide one single data drop (jack) per table or carrel. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor,

or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations

Security

The Literacy Collection will be supervised from the Literacy Workroom or Volunteer's Desk, if the desk is staffed. The bookstack and seating area should be laid out to optimize visual supervision, however it may not be possible to have all areas visible to staff at the desk. Any areas not easily observed by desk staff may require monitoring by a security camera.

Signage

Required signage includes a major area directional and identification sign ("Literacy Center") which must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke widthto-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("Literacy Center") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille. Signage requirements may include directional signs for major collection categories. A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, symbol flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "Emergency Exit Only - Alarm will Sound"), changeable and permanent information signs (e.g., "See Literacy Coordinator to Schedule an Appointment"), and donor recognition plagues.

All signs will be in English and Spanish.

Furniture & Equipment and Shelving Units

UNIT **UNIT EXTENDED** QTY Sq. Ft. Sq. Ft.

Description of Shelving Units

Fresno County Library Building Program

Mendota Neighborhood Library

Report Printed on:

36" Aisle SF 90"H Steel Shelving W/ 7 Shelves	1	12	12
60 Literacy Self Instruction			
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves	1	12	12
50 Literacy Reference			
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves	2	12	24
850 Literacy			
Description of Furniture & Equipment Units———			
Bulletin Board	1	0	0
Waste Basket	1	4	4

4. Tutoring Room - 244 Sq. Ft.

Functional Activity

This space will serve as a literacy program tutoring room. It may also serve as a small group meeting room, mini-classroom or training room, a quiet study room, a literacy staff conference or project room, or a small multimedia viewing room.

Occupancy

READER SEATS: 0

TECHNOLOGY WORKSTATIONS: 20

MEETING ROOM SEATS: 4

Flexibility

This area will not be expanded although additional study rooms might be added. It is possible that the rooms may not serve their intended purpose or other space needs may become more critical, so design should allow for flexibility.

Fenestration

Natural light and view windows are desirable. Any windows in the rooms must be able to be completely blacked out through the use of room darkening or blackout shades to insure high quality multimedia presentation.

Finishes

All finishes in this area must be as indestructible as possible. The floor finishes must be stain-resistant, dirt repellant, attractive and low maintenance. Wall finishes should be attractive durable, mark resistant and easy to clean.

CEILING: Acoustical tile

WALLS: Glass window; Paint (Latex semi-gloss recommended); Vinyl with

w/tackable acoustical panels for sound absorption; Chair rail; the equipment list for this space lists a framed white board, but the library would prefer a full wall of white board with a hanging strip

and marker tray; Vinyl or carpet cove base

FLOOR: Anti-static carpet tile or heavy weight commercial anti-static carpet

with enhanced backing (No carpet pad permitted)

Access

The Study/Tutoring Room must be accessible by means of a 36" minimum aisle. Greater

distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors, which serve an occupancy load of 10 or more, must be a minimum of 44" wide.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed ½" in height.

Unless other equivalent tutoring space is available, a minimum of 5%, but no less than one table, counter or carrels will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

There will be network access is available to the public for portable computers and a public use PC so data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

Moderate to high acoustical isolation is required to ensure quiet study in this room, and to contain any noise generated by group study, tutoring, or multimedia presentation. The room's surfaces should be absorptive and include carpet, acoustical wall panels, and acoustical ceiling tiles.

HVAC

Temperature should be maintained between 68° and 72° when heating and 72° to 78° when cooling, for comfort and energy savings. Relative humidity at 30 to 60% and ventilation at 10 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Enclosed room requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in study rooms.

Illumination

Minimum light level of 30 to 40 foot-candles with 50-foot candles preferred over the table top. Lighting should be dimmable for multimedia viewing and extended computer use. Standard non-glare office lighting, such as deep-cell parabolic fluorescent fixtures with semi-specular aluminum louvers, is acceptable. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one standard quad communications outlet (two voice and two data) wall-mounted at 15" above the finished floor on a minimum of two walls or wall-mounted at 6" above the

work surface for any fixed counters. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Audio-Visual

The Study/Tutoring Room will support the use of portable audiovisual equipment. A power receptacle should be located in a position suitable for a mobile cart to be plugged in and viewed from the table. A television distribution outlet should be provided adjacent to the power outlet. A projection screen or unobstructed wall surface (smooth texture, white paint) should be provided for use of portable film (e.g., 35mm slide) or computer projector.

Security

Staff at the nearest service desk or in the Literacy Office or Workroom must easily supervise the Literacy Study/Tutoring Room. Sight lines to the room, which should have a glass wall and glass door to the public area, must be unobstructed. Remote electronic switch at the desk, or by mechanical lock and key, electronic keypad, or magnetic card reader may control access to the room.

Signage

Required signage includes a permanent room identification sign ("Study/Tutoring Room") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. This room identification sign may include an "In-Use" slider panel or a sign carrier for posting schedules. Additional signage requirement includes room identification number as assigned by facilities staff.

All signs will be in English and Spanish.

Furniture & Equipment and Shelving Units

	UNIT	UNIT_EX	(TENDED
	QTY S	Sq. Ft.	Sq. Ft.
Description of Furniture & Equipment Units			
Chair, Group Study	4	0	0
Computer, Public Desktop	1	0	0
Headphone, AV	3	0	0
Presentation Center	1	0	0
Table, Group Study	1	150	150
Technology Carrel	2	45	90
TV Monitor, 15" Flat Panel Plasma Display	1	0	0
Waste Basket	1	4	4

K. LOBBY - 0 Sq. Ft.

FUNCTIONAL ACTIVITY

The primary function of Library Entrance is to provide a formal entrance and lobby for the library building and the Public Meeting Rooms Meeting Room and the main Public Rest Rooms for the facility. The lobby will provide space for library patrons to enter and exit the library and may provide space for receptions outside of the Meeting Rooms Meeting Room where refreshments can be served.

SPATIAL RELATIONSHIPS

The Library Entrance is essentially a pass-through space which patrons will use when visiting either the library or the Public Meeting Rooms. It should be conveniently located to allow access to both. The Library Entrance must be able to be locked off and separated from the Library so that the Meeting RoomsMeeting Room and ancillary services can be open when the library is closed.

Check Out irculation Services ADJACENT:

Public Meeting Rooms Meeting Room

Public Rest Rooms

CLOSE: Audio-Visual Area

Browsing

Children's area

PROXIMITY: All Other Public Service Areas AWAY: General Building Services

DIVISION SPACE SUMMARY Sq. Ft.

N/A Lobby **Public Rest Rooms** N/A

TOTAL: N/A

Lobby 0 Sq. Ft.

Functional Activity

This space provides access to the library as well as its ancillary services. The entrance should consist of two pair of automatic or power-assist-option doors for patron convenience, set far enough apart to create a weather vestibule and to allow for universal access. The lobby should be an inviting space that welcomes the public to the library and the meeting roomsMeeting Room. The interesting use of light and space, the introduction of the building's theme, public art, and the spaciousness required for traffic flow should combine to make this area an architectural focal point of the building.

Relationships

The Public Entrance and Lobby is the focal point and primary access to all parts of the library building including ancillary services. The Meeting Room and Public Rest Rooms should all be accessible from the lobby.

ADJACENT: Conference Room

Fresno County Library Building Program

Mendota Neighborhood Library

Report Printed on:

Kitchenette Meeting Room Public Rest Rooms

CLOSE: Check Out Desk

> AV Collection & Seating Children's Area (Interior)

CLOSE: -Copy Center

Browsing

Spanish Language Materials for Adults PROXIMITY:

AWAY: Loading area

Flexibility

This space will probably not need to be expanded in the future, but it should be reasonably flexible since it will also serve as a display area for exhibits. This area may serve as a registration or eating area for meetings in the meeting room or a reception area.

Fenestration

Glass is required in the front doors and inside windows to provide a view to the outside and a view into the library. Skylights or clerestories for additional natural light are recommended.

Finishes

Since this is the main entrance of the library and the first space that the public will see, it must be visually interesting, visually organized, and businesslike. The floor finishes must be stain--resistant, dirt repellant, durable, non-slip, and low maintenance. The floor material should be slip-resistant but relatively smooth since a highly textured floor, such as slate, will make mobility aids, such as walkers, and book and mail delivery carts, extremely difficult and noisy to push across the floor. Wall finishes should be mark resistant, highly durable and easy to clean.

CEILING: Plaster or acoustical tile

WALLS: Highly durable and flame retardant; Paint (Latex semi-gloss)

> recommended); Sisal or vinyl wall covering; Marble or granite wainscoting; etched, silk-screened, or fritted glass to library or

exterior: Hanging track

FLOOR: Terrazzo tile, unfinished quarry tile with non-slip matte finish or

equal; Walk-off mats; Grating System

Access

The Public Entrance and Lobby will be accessible by means of a 36" minimum aisle and at lest one 36" wide door, which has a minimum clearance of 32". Doors in a series (to provide a weather lock) require a clear separation of no less than 48". Exterior doors can require no more than 8 ½ pounds of pressure to operate. Automatic or power-assist option doors are recommended for the primary entrance.

Doormats must be securely attached and have a pile of no more than ½". Exposed edges of doormats must be fastened to the floor surface.

Fresno County Library Building Program

Mendota Neighborhood Library

Report Printed on:

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finish floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Pay telephones must comply with forward (maximum of 48" above finished floor) and side--reach (maximum of 54" above finished floor) requirements and at least one (and at least one-half of the total number) must be an accessible telephone.

Signage will meet requirements as outlined in the Signage Space Detail and include identification of the location of accessible entrances with universal symbols and accessible public telephones with universal symbols.

Acoustics

Since this space will be quite noisy because of patrons walking and talking, it should be acoustically buffered from the library. This space should act like a sound vestibule between the main entrance and the library proper.

HVAC

Separate temperature control is required. Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Air or weather lock, and/or double set of doors, may be required to maintain temperature and keep drafts from staff located near the Public Entrance.

Illumination

General lighting of 15 to 20 foot-candles, with specialized accent lighting of 50 foot candles at the entrance and in the lobby at any directories or display walls. Light should be provided within in-wall glass display cases.

Tackable surfaces

Telecommunications

telephone location.

PFLOOR: Terrazzo tile, unfinished quarry tile with non-slip matte finish or rovide one standard duplex communications outlet (one voice and one data) colocated -with -associated power at each of the self-checkout locations and information kiosks with -additional -outlets for future growth; and one single voice outlet (one voice) for each pay

Provide power for the people counter.

Security

The lobby should be able to be secured not only from the outside of the building, but also from the library itself to allow for the use of the Public Meeting Room when the library is closed. Much of the lobby should be visible to the staff at the Check Out Desk. The fire alarm annunciation display panel should be located in this space immediately visible upon entering the building. The entry detection and alarm system main locator panel should also be located in this space. Inventory control gates may be located here at a

minimum distance of eight feet from the nearest electronic workstation. Alarms should be audible at the Information Desks and the Check Out Desk.

Signage

Required signage includes changeable information signs including hours of operation and restriction signs (e.g., "No Smoking"). It should include a pictogram flag sign, perpendicular to the wall, for any elevators or rest rooms adjacent to the Lobby. Other signage will include fire and life safety lighted emergency exit signs, emergency evacuation maps, floor directories and weekly calendar of events board(s). The lobby may also include signs acknowledging public officials and donor recognition plaques.

All signs will be in English and Spanish.

Furniture & Equipment and Shelving Units

	UNIT	UNIT EX	KTENDED
	QTY	Sq. Ft.	Sq. Ft.
Description of Furniture & Equipment Units			
Bench, Lobby (3 Person)	1	0	0
Case, In-Wall Display	2	0	0
Directory	1	0	0
Donor Recognition Wall	1	0	0
Drinking Fountain	2	0	0
Kiosk, Electronic	1	0	0
People Counter, Electronic Eye	1	0	0
Plaque, Dedication	1	0	0
Rack, Literature Display Handout	2	0	0
Sign, Announcement	1	0	0
Statue	1	0	0
Telephones, Public Pay (2 Heights)	1	0	0

1. Public Rest Rooms - 0 Sq. Ft.

Functional Activity

This will be the main bank of Public Rest Rooms located just off the lobby, which will serve library patrons and people attending programs in the <a href="mailto:meeting-rooms-meeting-

The architect will is to check the number of fixtures required by code and discuss changes to the design of this portion of the is program with the library.

Relationships

The Public Rest Rooms must be just off the Lobby and close to the Meeting Rooms Meeting Room. The entrance to the rest rooms should be easy to find and convenient to the meeting rooms Meeting Room. The entrance to the rest rooms should be visible from the Check Out Desk-if possible.

ADJACENT: Meeting Room

Public Entrance & Lobby

——CLOSE: Check Out Desk (Sight Lines)

Flexibility

Rather than expand the existing rest rooms, additional rest rooms would be added as necessary. This space requires minimal or no flexibility unless ADA accessibility requirements change.

Fenestration

No windows.

Finishes

This area must be as resistant to vandalism as possible. Floor finishes must be durable, non-slip and low maintenance. Wall finishes, fixtures, stalls and counters should be highly durable, mark resistant and easy to clean.

CEILING: Water resistant gypsum board with epoxy paint WALLS: -Glazed ceramic tile with dark grout

FLOOR: Unglazed ceramic tiles with dark grout; Floor drains wall mounted high-density solid plastic or stainless steel STALLS:

FIXTURES: Sinks: Self-activated

Commodes: Self-activated, wall hung

Access

Accessible sanitary facilities must be provided. If separate public rest rooms are provided for each gender, then separate accessible facilities must also be provided for each gender. If unisex facilities are provided, at least one accessible unisex facility will also be provided within close proximity to the non-accessible facility.

The rest rooms will be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or fover increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors, which serve an occupancy load of 10 or more, must be a minimum of 44" wide. A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed 1/2" in height.

In a multiple accommodation toilet room, at least one accessible compartment will be provided.

Accessible individual compartment doors will be equipped with an automatic closing

will provide a clear opening of 32" if located at the end, or 34" if located at the side of the, the compartment. Opening hardware for the compartment must be centered between 30" and 44"

-above the above finished floor and include a loop or u-shaped handle below the latch. The compartment must be a minimum of 60" wide with 18" between the center of the water closet and one sidewall and 42" from the centerline to the opposite wall.

The top of the toilet seat must be 17" to 19" above finished floor. The toilet paper dispenser must be located a minimum of 19" high, within 12" of the front edge of the toilet seat, and provide a continuous paper flow. Side (minimum 42" long) and rear (minimum 36" long) grab bars, which will support at least 250 pounds, are mounted at 33" above the floor.

The lavatory sink height should not exceed 34" and a knee clearance of 29" will be provided. Paper towel dispensers and automatic hand dryers must meet forward and side reach requirements. The sink faucets must be the lever type, electronically activated, or approved self-closing valves with a minimum 10 second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets.

Audible and visual emergency warning alarms are required. Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

All reasonable acoustic dampening is appropriate for the rest rooms. Automatic hand dryers must be adequately sound dampened from adjacent spaces.

HVAC

Temperature <u>will to-</u>be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Provide an adequate supply of exhaust and intake air to promote comfort and protect health, with a minimum of 12 air exchanges per hour.

Illumination

Bright lights to give the restrooms the appearance of being clean and safe. Use motion detectors or occupancy sensors for energy savings.

Security

The staff at the Check Out Desk will supervise the Public Rest Rooms and should be able to see the entrance to the rest rooms. Staff at the Check Out Desk may need to control access to the rest rooms via a remote electronic switch at the desk. All rest rooms will be lockable so they can be locked at night by staff before closing the building; however, anyone inadvertently locked inside should be able to exit the rest room. Five (5) pounds of pressure to operate with hardware mounted no higher than 48" above finished

Signage

Required signage includes a door-mounted geometric identification symbol to identify Men's (Equilateral triangle ¼" thick with edges 12" long pointing upward), Women's (12" diameter circle or Unisex facilities (12" diameter circle with ¼" thick triangle superimposed within circle), which contain no pictogram or letters, centered on the rest room door 60 floor in a color which distinctly contrasts with the color of the door.

Additional required signage includes a universal pictogram (white figures on a blue background) and the universal symbol of accessibility; and a verbal description of the room placed immediately below the accessibility symbol ("Unisex", "Men" or "Women") wall-mounted 60" above the finished floor adjacent to the latch side of the door. Characters on the wall-mounted signs must be 1/32" raised uppercase sans serif type accompanied by Grade II Braille. Additional signage includes a room identification number as assigned by facilities staff.

All signs will be in English and Spanish.

Furniture & Equipment and Shelving Units

	UNIT UNIT_EXTE		ENDED
	QTY S	q. Ft.	Sq. Ft.
Description of Furniture & Equipment Units			
Commode	7	0	0
Diaper Changing Counter	2	0	0
Hand Dryer	2	0	0
Mirror, With Shelf	2	0	0
Paper Towel Dispenser	4	0	0
Sink And Counter	6	0	0
Soap Dispenser	6	0	0
Stall	7	0	0
Urinal	3	0	0

L. MEETING ROOM - 768 Sq. Ft

FUNCTIONAL ACTIVITY

The function of this room is to provide performance, conference and meeting room space that can be used for library programs and by community groups. The Meeting Room will be a large open multi-purpose space with seating, a presenter's location, amplified sound, and projection capability. It should be easily reconfigurable for training, tutoring, large children's programs, computer literacy instruction, or performances.

SPATIAL RELATIONSHIPS

The major spatial relationship of the Public Meeting Room is to the Library Entrance. Since *The Public Meeting Room will occasionally might be open when the rest of the library is closed. Therefore, -access must be provided through the main lobby to the Public Rest Rooms without compromising the library's security.

ADJACENT: Library Entrance

DIVISION SPACE SUMMARY

Meeting Room

Meeting Room Storage

TOTAL:

768

1. Meeting Room - 648 Sq. Ft.

Functional Activity

The Meeting Room will provide audience seating for library programming, community meetings, small public forums, continuing education, literacy tutoring (when the literacy tutoring room is being used), Internet training and computer literacy skills (when the Computer Center is being used), etc. The room will allow multiple arrangements ranging from lectures and conferences to training layouts.

Occupancy

READER SEATS: 0

TECHNOLOGY WORKSTATIONS: 0
MEETING ROOM SEATS: 50

Relationships

The Meeting Room should be easily accessible from the Public Entrance and Lobby of the building and readily accessible to the Public Rest Rooms. The Kitchenette should be adjacent to the rear entrance of the Meeting Room so that refreshments can be brought in without disturbing a meeting or program. A pass-through window may be included so that light refreshments can be served without having to set up separate tables.

ADJACENT: AV, Chair & Table Storage Room

Kitchenette

Public Entrance & Lobby

CLOSE: ——Public Rest Rooms

Fresno County Library Building Program

Report Printed on:

Mendota Neighborhood Library

Flexibility

This space is not expected to expand or change function in the future. Internal flexibility, however, is required since this room will see many varied uses over the life of the building.

Fenestration

Windows would enhance the room but natural light is not required. Any windows in the room must be able to be completely blacked out through the use of room darkening or blackout shades to ensure high quality multimedia presentations.

Finishes

All finishes in this area must be as indestructible as possible since there will be unsupervised public use. The floor finishes must be stain-resistant, dirt repellant, attractive and as maintenance free as possible. Wall finishes should be attractive, durable, mark resistant and easy to clean.

CEILING: Acoustical tile

WALLS: Glass window; Paint (Latex semi-gloss recommended); Vinyl with

tackable acoustical panels for sound absorption; Chair rail; the building inventory for this room specifies White board; the library prefers full panels, unframed, with hanging strip, and marker tray;

Vinyl -or carpet cove base; Hanging track; Projection screen

Anti-static carpet tile or heavy weight commercial anti-static carpet FLOOR:

with enhanced backing (No carpet pad permitted)

Access

The Meeting Room must be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors, which serve an occupancy load of 10 or more, must be a minimum of 44" wide.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed ½" in height.

Portable assistive listening technology may be substituted for permanently installed in rooms that do not have fixed seating, or which seat less than 50 and do not have a sound amplification system. Electrical outlets must be provided to support any portable assistive listening technology.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter

spaced to a maximum of 100'.

Signage will meet requirements as outlined in the Signage Space Detail. Signage will also be provided to notify patrons of the availability of an assistive listening system.

Acoustics

Moderate to high acoustical isolation is required in this room. The room's surfaces should be absorptive and include carpet, acoustical wall panels, and acoustical ceiling tiles. Ceiling tile must have a high sound isolation rating, and other sources of sound penetration, including recessed electrical boxes, doors, window mullions and thickness of glass, and ceiling system must be addressed.

HVAC

The HVAC system for this room will be part of the system that serves the Public Meeting Room, which may be open when other parts of the library are closed, and should operate independently to save energy costs.

Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for comfort and for energy savings. Relative humidity at 30 to 60% and ventilation at 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Area requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in the room.

Illumination

Light levels of 50-foot candles at tabletop are preferred, but at least 30 to 40 foot-candles must be maintained. Lighting must be zoned and dimmable for high quality multimedia presentation as well appetential energy savings. Light controls should be located at the entrance and at any space.

Telecommunications

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power at the main presentation location (s). This can be within the lectern or instructor's station, wall-mounted, or located in a recessed floor box.

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power on the wall 6" above any perimeter counter or 15" above the finished floor at locations that will support computer terminals, phones, or supplemental networked equipment. At a minimum, provide one duplex outlet every ten feet on all walls in the Meeting Room.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space.

Audio-Visual

Presentation of videotape or DVD material may be accomplished for small groups using installed or portable televisions. For projection of computer images and images to large

groups (e.g., PowerPoint), portable or installed projection equipment will be used.

The top of the projection screen should be located at least 6 inches from the top of the wall to minimize reflections off the ceiling. The bottom edge of the screen should not be lower than 4 feet from the floor to provide a clear sight line to the entire screen from any seat in the room.

Sound from video and computer sources may be reproduced through loudspeakers built into the projector or through speakers installed in the Meeting Room with appropriate sound amplification. The projection screen is to be motorized. If the system is to display television images, outlets should be provided adjacent to the projector for connection to the TV distribution system (e.g., Cable TV, antenna, and satellite dish). Accommodations should be made for housing installed video source equipment (e.g., VCR, DVD,) and other processing equipment in a cabinet or closet within the Meeting Room.

If the Meeting Room will be used to videotape events and presentations, or where it will be used for distance learning signal origination, accommodations must be made for placement of cameras. If cameras are to be portable, power outlets may be all that are required. If cameras are to be permanently installed and remotely controlled, it will be necessary to provide additional accommodations in the form of conduit for cable distribution to a central control point and blocking in the walls for mounting of the camera systems. Supplemental lighting may be required on the camera subjects. These items are to be discussed as a part of Design Development.

Control panels enabling operation of audiovisual system functions from a single push-button or screen graphical panel are available. Remote control equipment is often employed to integrate the control of audio-visual devices with other room functions such as lighting, motorized projection screens, and drapery into a unified system. With a remote control system, all audio-visual devices and many room functions can be operated from a single control panel. Control panels, which must be located at all presentation locations, can be wireless, portable with wire, or permanently installed on a wall, or millwork. Remote control panels can vary from mechanically activated push button types to software-based touch screens.

Costs and ways to provide laptop access in this room are to be discussed during design development.

Security

The Meeting Room requires a mechanical lock and key, electronic keypad, or magnetic card

—reader to control access.

Signage

Required signage includes a major area directional and identification sign which can be seen from the lobby and Check Out Desk. This directional sign ("Public Meeting Room") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

A permanent room identification sign ("Meeting Room") wall-mounted on the latch side of the

doors at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. This room identification sign may include an "In-Use" slider panel or a sign carrier for posting schedules. Additional signage requirement includes room identification number as assigned by facilities staff.

All signs will be in English and Spanish.

Furniture & Equipment and Shelving Units

	UNIT	UNIT UNIT_EXTENDED	
	QTY	Sq. Ft.	Sq. Ft.
Description of Furniture & Equipment Units			
Chair, Meeting Room - Stacking	50	10	500
Clock	1	0	0
Coat & Hat Rack	1	20	20
Flip Chart With Stand	2	30	60
Lectern (w/ Space For A Portable Computer)	1	60	60
Projection Screen, Wall Mounted	1	0	0
Projector, Ceiling Mounted	1	0	0
Table, Meeting Room	8	0	0
Telephone Handset	1	0	0
Waste Basket	2	4	8
White Board	1	0	0
0			

8.

2. Meeting Room Storage - 120 Sq. Ft.

Functional Activity

This room will be used to store tables and chairs and house audio-visual equipment that will be used in the Public Meeting Room. Some AV equipment, such as the sound system, may be permanently located in this room and be operated from here.

Relationships

This room must be adjacent to the Meeting Room so that equipment can be moved back and forth easily. Access to this room should be possible from the Meeting Room without disturbing meetings or programs.

ADJACENT: Meeting Room

Flexibility

It is not anticipated that this room will change function or need to be expanded.

Fenestration

No windows required.

Finishes

CEILING: Acoustical tile

WALLS: ——Paint (Latex semi-gloss recommended); Corner guards

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FLOOR: ——Vinyl tile

Access

Storage and supply rooms must be accessible by a 36" aisle. A storage room requires a 36" wide door with a minimum clearance of 32". Doors to a supply room can be 20" wide if full access to the room is not required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed ½" in height. Signage will meet requirements as outlined in the Signage Space Detail.

HVAC

If AV equipment is housed and operated here, heat must not be allowed to build up.

Illumination

Minimal lighting required (30 to 40 foot candles); enough to move tables and chairs, and operate AV equipment. Use occupancy sensors or motion detectors for energy savings.

Telecommunications

If AV distribution equipment is located in this room, the signal must be distributed throughout the Meeting Room. One standard duplex communications outlet (one voice and one data) co-located with associated power mounted at 15" above the finished floor.

Audio - Visual

If AV equipment is operated in this room, signal must be able to be distributed throughout the auditorium, meeting and conference rooms as needed.

Security

This is a staff only area, which requires a mechanical lock, and key, electronic keypad or magnetic card reader to control access.

Signage

Required signage includes a permanent room identification sign ("Storage Room") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

All signs will be in English and Spanish.

Furniture & Equipment and Shelving Units

	UNIT	-	KTENDED
	QTY	Sq. Ft.	Sq. Ft.
Description of Furniture & Equipment Units			
Audio Teleconferencing System	1	0	0
AV/Technology Equipment Cart, Large	1	15	15
Cabinet, AV Equipment	2	15	30

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Camera, Digital	1	0	0
Camera, Video	1	0	0
CD/Cassette Tape Player	1	0	0
Dolly, Chair	3	15	45
Dolly, Table	2	15	30
DVD Player	1	0	0
Laser Pointer	1	0	0
Microphone, Lavaliere	1	0	0
Microphone, Table	2	0	0
Projector, Desktop	1	0	0
TV Monitor, 32"	1	0	0
Video Cassette Player/Recorder	1	0	0

М. NON-FICTION COLLECTION - 120 Sq. Ft.

FUNCTIONAL ACTIVITY

The primary function of the Non-Fiction Collection Area is to house the library's Non-Fiction Collection which is central to the library's role as a reference and resource library for the community. Library patrons usually need more assistance finding books in the Non-Fiction Collection than they do in the Fiction Collection so professional staff must be close at hand to provide assistance. This collection is smaller than in most libraries because of the emphasis on Spanish materials.

SPATIAL RELATIONSHIPS

The major spatial relationship for the Non-Fiction Collection is that it be close to the Reference Services. Library patrons will typically consult one of the library's on-line public access catalogs (OPACs) in the Reference Area before heading for the Non-Fiction Collection.

One of the more common scenarios is for a library patron to enter the library and proceed to the OPACs, consult the catalog, and then go to the non-fiction stacks to find one or more books. Patrons will then sit down and look at the books and/or check the books out at the Check Out Desk or the Self Service Machine. Patrons may also find it necessary to consult with the staff for assistance. The library's staff will have frequent need to access the collection to answer reference questions or help patrons locate materials.

CLOSE: Reference Collection, Information Desk, Copy Center

PROXIMITY: Fiction Collection

> Young Adult Spanish

AWAY: Children's area

DIVISION SPACE SUMMARY

Sq. Ft.

Non-Fiction Collection & Seating

120 120

TOTAL:

Functional Activity

After locating books in the non-fiction bookstacks, library patrons may sit down at tables, carrels or in lounge chairs to study the books, since there is not seating in this space, this space needs to be adjacent to the Quiet Room where seating is set up to promote concentrated study.

While in the non-fiction bookstacks, patrons may wish to consult the library's catalog so it is important that the catalog terminals be visible.

Relationships

The Non-Fiction Collection should be close to the Information Desk. The area should be easily accessible and in the proximity of the Copy Center, the Reference Collection, and the Fiction Collection and Seating Area. It should be located away from the noise of the Children's area.

CLOSE: Information Desk

PROXIMITY: Copy Center

Reference Collection

Fiction Collection & Seating

AWAY: Children's Entrance

Flexibility

This area will need to be expanded in the future as the collection grows. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens. Computer screens and workstations should be placed at right angles to any windows that may cause glare.

Finishes

The floor finishes must be stain-resistant, dirt repellant, durable, attractive and as maintenance free as possible since they will get very heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean.

CEILING: Acoustical tile

WALLS: Paint (Latex semi-gloss recommended; Sisal, Vinyl, or Fabric wall

covering; Corner guards for columns and walls; Hanging track;

Vinvl or carpet cove base

Anti-static carpet tile or heavy weight commercial anti-static carpet FLOOR:

with enhanced backing (No carpet pad permitted); Vinyl or tile

floor around any water fountains

Access

The Non-Fiction Collection must be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 1/2" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Side aisles, which run parallel to stack sections, can be no longer than 20 to 21 feet (6 to 7 stack sections) without a cross aisle (range aisle) provided to break up the side aisles. Both side and range aisles are required to be 36" wide. Main aisles are principle access routes which run perpendicular to side aisles and must be a minimum of 44" wide. End aisles, which serve a single-faced section of stacks and run perpendicular to side aisles, must be a minimum of 36" wide with 44" required if side aisles are only 36" wide. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 54" above the finished floor.

Unless equivalent seating is available, a minimum of 5%, but no less than one table, counter or carrel will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space

adjoining either an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Details.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

While this area will be relatively busy with patrons coming and going, it should provide some refuge from the hustle and bustle of the rest of the library. Adequate sound control must be provided through the use of acoustic ceilings and floors, wall treatment, and the location of the stacks. A white noise or sound masking system may be required to provide an appropriate environment for reading, study, or browsing.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 -60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books.

Books housed on single-faced shelving units should be highlighted to attract patrons to these collections. Spotlights are not acceptable.

Security

Staff at the Information Desk will supervise the Non-Fiction Collection. The bookstack area should be laid out to optimize visual supervision, however it may not be possible to have all areas visible to staff at the desk.

Signage

Required signage includes major area directional and identification signs, which can be seen from the lobby, Information Desk, Computer Area, and Reference Area. These directional signs ("Non-Fiction Collection") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a

stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent area identification signage ("Non-Fiction Collection") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, symbol flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "Emergency Exit Only - Alarm will Sound"), changeable and permanent information signs (e.g., "Please Do Not Reshelve Library Materials"), and donor recognition plaques.

All signs will be in English and Spanish.

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT_EX Sq. Ft.	XTENDED Sq. Ft.	
Description of Shelving Units	α	0 q. 1 t.	0 q. 1	
36" Aisle DF 90"H Steel Shelving W/ 14 Shelves 1700 Non-Fiction	6	18	108	
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves 95 Local History	1	12	12	
Description of Furniture & Equipment Units				
Security Camera, B & W Stool, Kick-Step	1 2	0 0	0 0	

N. OUTREACH SERVICES - 181 Sq. Ft.

FUNCTIONAL ACTIVITY

Outreach Services is the office space for the library's literacy van.

SPATIAL RELATIONSHIPS

It should be close to the loading area.

DIVISION SPACE SUMMARY	Sq. Ft.
Bookmobile "Aprendo Van" Area (Outreach Services)	181
TOTAL:	181
Bookmobile "Aprendo Van" Area (Outreach Services)	181 Sq. F

Occupancy

This space provides a workstation for the person in charge of the literacy bookmobile, one of several bookmobiles, owned by the Fresno County Library.

In addition there is a counter for a second staff person. Two computer stations are provided. One of the terminals has a thermofax printer for printing receipts for books. One includes a docking terminal so the laptop from the bookmobile can be docked for loading and unloading of information.

STAFF OFFICE WORKSTATIONS: 1 TECHNOLOGY WORKSTATIONS: 1

Collections

Two sections of shelving will be used for "Aprendo Van" "give aways." Four sections of shelving will serve as the backup, delivery, and sorting area for the bookmobile. The file cabinet will be used to house confidential records about literacy learners. The file cabinet must lock.

Relationships

The Bookmobile Office must be adjacent to the loading area; it should also be open to the circulation work area.

ADJACENT:	Loading Entrance
	Circulation Workroom
CLOSE:	Check Out Desk

Fenestration

Windows are optional

Finishes

The floor finishes must be stain-repellant, dirt resistant, easy to clean and low maintenance. The finishes in the workroom should be comfortable and durable since this area will get heavy use.

CEILING:	Acoustical tile
WALLS:	Glass window; Paint (Latex semi-gloss recommended); Vinyl wall

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	covering; Corner guards; White		ckable sur	faces are
FLOOR:	preferred in lieu of bulletin boa Vinyl tile and cove base	ras		
T EOOK.	VIII THE ANA COVE SACO			
Access				
Same as Circulation	on Workroom.			
Acoustics				
Same as Circulation	on Workroom.			
				
<u>HVAC</u>				
Same as Circulation	on Workroom.			
Illumination				
Same as Circulation	on Workroom.			
				
<u>Telecommunication</u>				
Same as Circulation	on Workroom.			
Security				
Same as Circulation	on Workroom			
Came de en calati	<u> </u>			
<u>Signage</u>				
Same as Circulation	on Workroom.			
Electrical				
Same as Circulation	on Workroom.			
Furniture & Equip	oment and Shelving Units			
		<u>UNIT</u> QTY		Sq. Ft.
	0.5	प्रा	<u> Эү. г</u>	<u> </u>
Description of Furnitu	ure & Equipment Units			
Book Truck		2		20
Chair, Task Clock		1	<u> </u>	<u>0</u>
	W/Docking Station	1	0	<u>U</u>

	<u>QTY</u>	Sq. Ft.	Sq. Ft
Description of Furniture & Equipment Units			
Book Truck	2	10	20
Chair, Task	1	0	0
Clock	1	0	0
Computer, Staff W/Docking Station	1	0	0
File Cabinet, Lateral (Four Drawer)	1	20	20
Printer, Dot-matrix	1	0	0
Shelving, SF 90"h Steel W/ 7 Shelves	6	12	72
Telephone Answering Machine	1	0	0
Telephone Handset	1	0	0
Waste Basket	1	4	4
White Board	1	0	0
Workstation, Bookmobile Counter	1	35	35
Workstation, Bookmobile Office System	1	30	30

O. QUIET ROOM - 490 Sq. Ft.

N.

FUNCTIONAL ACTIVITY

The function of this space is twofold: (1) to provide public access to periodicals (magazines, newspapers and other publications of a serial nature) and (2) to provide a quiet place for reading the study. The library's current magazines and newspapers will be housed on hinged slanted display shelving with back issues stored on a flat shelf underneath.

Advances in electronic access technologies are dramatically impacting space to house back issues. Because of the availability of on-line copies of back issues, we estimate it will be necessary to retain approximately one year of back issues in storage. There will be longer runs for any items of historic interest.

SPATIAL RELATIONSHIPS

The Quiet Area which houses the current Magazine and Newspaper Area and study carrels and lounge chairs can be located anywhere in the library as long as the public can find it easily. Access to the Copy Center is required.

PROXIMITY: Copy Center

DIVISION SPACE SUMMARY		<u>Sq. Ft.</u>
Quiet Room		490
	TOTAL:	490

Functional Activity

Library patrons will browse and read current magazines and newspapers and use individual study carrels in this space, which is the library's "study". Library computers will not be placed in this room. The space should be comfortable, attractive, and inviting for relatively long stays. Permanent artwork or historic photos will be displayed in this room. Spanish and English current magazines and newspapers for adults will be displayed face out on sloped shelves with back issues stored beneath the current issue on pull up shelves. Magazines for teens and children will be in the areas designated for them.

Occupancy

LOUNGE SEATS: 6

TECHNOLOGY WORKSTATIONS: 4

MEETING ROOM SEATS: 0

Relationships

The location of the Quiet Room is flexible. Wherever it is located, it will be advantageous if the staff at the Information Desk or Check Out Desk can provide supervision and assistance as needed.

PROXIMITY: Copy Center
Information Desk or Check Out Desk

Flexibility

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This area may need to be expanded, reduced or converted. There is a higher probability of change in this area than in many others, so flexibility is an absolute requirement.

Fenestration

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

This area is the library's study, and it is important to create an inviting, comfortable, and relaxing area. Accent wall colors and colors different but complimentary to the rest of the library scheme may be used. Historic or other permanent community photos may be used in this room.

The floor finishes must be stain-resistant, dirt repellant, durable, attractive and as maintenance free as possible since they will get very heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean.

CEILING:	Acoustical tile
WALLS:	Paint (Latex semi-gloss recommended; Sisal, Vinyl
	Fabric wall covering; Corner guards for columns and walls;
	Hanging track for artwork;
	Vinyl or carpet cove base
FLOOR:	Anti-static carpet tile or heavy weight commercial anti-static carpet
	with enhanced backing (No carpet pad permitted);

Access

The Current Magazine and Newspaper Display and Seating Area must be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Current periodicals must be accessible with a maximum side reach of 54" above the finished floor (48" preferred), and a front reach of no more than 48" above the finished floor. Shelving units should be no higher than 66" inches, or three sloped display shelves, high. Range and side aisles in magazine display areas must be a minimum of 44" wide.

A minimum of 5%, but no less than one, of all fixed or built-in seating, tables, counters or carrels will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with a least one unobstructed side of the floor space adjoining an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

The library will not install permanent computers in the Quiet Room, but laptop access is requested so access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

This is one area where library staff and users expect to maintain the traditional "silence". Noise reduction should be provided with acoustical finish and design of ceilings, floors and padded chairs.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 30 foot candles vertically at 30" above the floor on the periodical shelving.

<u>Lighting must be evenly distributed from one end of a range to the other and from the top to the bottom of the shelving unit. Provide non-glare and shadowless light for an even distribution of light on magazine covers.</u>

Provide a minimum of 30 to 40 foot candles of ambient light supplemented with floor lamp or table lamp task lighting for a softer lighting quality. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one single data drop (jack) per seat for network-enabled tables or carrels. Provide network connectivity to at least one half of the tables and carrels in this area for laptop use. The outlets can be wall-mounted at 15" above the finished floor or in recessed floor boxes accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every two data drops provided.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space.

Security

The Quiet Room will be supervised by staff at the Information Desk or Check Out Desk.

The bookstack and seating areas should be laid out to optimize visual supervision,
however it may not be possible to have all areas visible to staff at the desk. A full or half window wall is requested.

Signage

Required signage includes a major area directional and identification sign which can be seen from the Lobby and Information and Check Out Desks. This directional sign ("Quiet Room: Magazines & Newspapers) must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("Periodicals") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

A changeable insert sign system is required for stack end panels. Three shelf face sign carriers will be required for each pull up hinged shelf.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory, symbol flag signs in traffic paths for elevators or rest rooms. restriction signs (e.g., "No Cell Phones"), changeable and permanent information signs (e.g., "Magazines Do Not Circulate"), and donor recognition plaques.

All signs will be in English and Spanish.

Furniture & Equipment and Shelving Units

UNI	Т	UNIT E	XTENDED
QT	Υ	Sq. Ft.	Sq. Ft.
Description of Shelving Units			
36" Aisle SF 66"H Newspaper Display Shelving W/ 3 Shelve	s1	12	12
2 Current Newspapers			
44" Aisle SF 66"H Magazine Display Shelving W/3 Shelves	3	14	42
20 Current Spanish Language Magazines			
44" Aisle SF 66"H Magazine Display Shelving W/3 Shelves	2	14	28
12 Current Magazines			
44" Aisle SF 66"H Newspaper Display Shelving W/3 Shelve	1	14	14
4 Current Spanish Language Newspapers			
Description of Furniture & Equipment Units			
Chair, Lounge	6	35	210
Chair, Technology Workstation	4	0	0
Lamp, Table	2	0	0
Table, End	2	12	24
Technology Carrel	4	40	160

N.OUTREACH SERVICES - 181 Sq. Ft.

FUNCTIONAL ACTIVITY

Outreach Services is the office space for the library's literacy van.

SPATIAL RELATIONSHIPS

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should be close to the lo	ading area.	
DIVISION SPACE	SUMMARY	Sq. Ft.
Bookmobile "A	erende Van" Area (Outreach Services)	181
	TOTA	NL: 181
sookmobile "Aprendo V	'an" Area (Outreach Services)	181 Sq. Ft.
	s a workstation for the person in charge of the lite s, owned by the Fresno County Library.	racy bookmobile, one of
of the terminals has	a counter for a second staff person. Two computes a thermofax printer for printing receipts for books op from the bookmobile can be docked for loading	s. One includes a docking
will serve as the ba	olving will be used for "Aprendo Van" "give aways ckup, delivery, and sorting area for the bookmobil dential records about literacy learners. The file c	le. The file cabinet will be
Relationships The Bookmobile Of circulation work are	fice must be adjacent to the loading area; it shoul a.	d also be open to the
ADJACENT:	Loading Entrance Circulation Workroom	
CLOSE:	Check Out Desk	
Fenestration Windows are option	n al	
-Finishes		
The floor finishes m	ust be stain-repellant, dirt resistant, easy to clear room should be comfortable and durable since th	
	Acoustical tile	
WALLS:	Glass window; Paint (Latex semi-gloss reco	əmmended); Vinyl wall ckable surfaces are preferr
	in lieu of bulletin boards	
——FLOOR:	Vinyl tile and cove base	
Access Same as Circulatio	n Workroom.	
-Acoustics	- Workroom	
-HVAC		

—Same as Circulation Workroom.			
Came as Greatation Workfooth.			
Telecommunications			
Same as Circulation Workroom.			
Sacurity			
Security			
—Same as Circulation Workroom.			
Signage			
Same as Circulation Workroom.			
Electrical			
—Same as Circulation Workroom.			
Furniture & Equipment and Shelving Units	UNIT	J	
	UNIT—QTY—	—UNIT-E> —Sq. Ft.	
Description of Furniture & Equipment Units	0	Sq. Ft.	Sq. Ft
Description of Furniture & Equipment Units Book Truck	0	J	
Description of Furniture & Equipment Units Book Truck Chair, Task	0	Sq. Ft.	Sq. Ft
Description of Furniture & Equipment Units Book Truck Chair, Task Clock	0	Sq. Ft.	Sq. Ft
Description of Furniture & Equipment Units Book Truck Chair, Task Clock Computer, Staff W/Docking Station	0	Sq. Ft. 10 0 0 0 0 0	Sq. Ft 20 0 0
Description of Furniture & Equipment Units Book Truck Chair, Task Clock Computer, Staff W/Docking Station File Cabinet, Lateral (Four Drawer)	0	Sq. Ft.	Sq. Ft
Description of Furniture & Equipment Units Book Truck Chair, Task Clock Computer, Staff W/Docking Station File Cabinet, Lateral (Four Drawer) Printer, Dot-matrix	0	Sq. Ft. 10 0 0 0 0 0	20 0 0 0 20 20
Description of Furniture & Equipment Units Book Truck Chair, Task Clock Computer, Staff W/Docking Station File Cabinet, Lateral (Four Drawer) Printer, Dot-matrix Shelving, SF 90"h Steel W/ 7 Shelves	0	Sq. Ft. 10 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Sq. Ft 20 0 0
Description of Furniture & Equipment Units Book Truck Chair, Task Clock Computer, Staff W/Docking Station File Cabinet, Lateral (Four Drawer) Printer, Dot-matrix Shelving, SF 90"h Steel W/ 7 Shelves Telephone Answering Machine	0	Sq. Ft. 10 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	20 0 0 0 20 20
Description of Furniture & Equipment Units Book Truck Chair, Task Clock Computer, Staff W/Docking Station File Cabinet, Lateral (Four Drawer) Printer, Dot-matrix Shelving, SF 90"h Steel W/ 7 Shelves Telephone Answering Machine Telephone Handset	0	Sq. Ft. 10 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	20 0 0 0 20 20
Description of Furniture & Equipment Units Book Truck Chair, Task Clock Computer, Staff W/Docking Station File Cabinet, Lateral (Four Drawer) Printer, Dot-matrix Shelving, SF 90"h Steel W/ 7 Shelves Telephone Answering Machine Telephone Handset Waste Basket	0	Sq. Ft. 10 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	20 0 0 0 20 20
Description of Furniture & Equipment Units Book Truck Chair, Task Clock Computer, Staff W/Docking Station File Cabinet, Lateral (Four Drawer) Printer, Dot-matrix Shelving, SF 90"h Steel W/ 7 Shelves Telephone Answering Machine Telephone Handset Waste Basket White Board	0	90 - 12 - 0 - 0 - 0 - 0 - 0 - 0 - 0 - 0 - 0 -	20 0 0 0 20 20 72 0 0 4
Description of Furniture & Equipment Units Book Truck Chair, Task Clock Computer, Staff W/Docking Station File Cabinet, Lateral (Four Drawer) Printer, Dot-matrix Shelving, SF 90"h Steel W/ 7 Shelves Telephone Answering Machine Telephone Handset Waste Basket	0	Sq. Ft. 10 0 0 20 12 0 4	

N. QUIET ROOM - 490 Sq. Ft.

FUNCTIONAL ACTIVITY

The function of this space is twofold: (1) to provide public access to periodicals (magazines, newspapers and other publications of a serial nature) and (2) to provide a quiet place for reading the study. The library's current magazines and newspapers will be housed on hinged slanted display shelving with back issues stored on a flat shelf underneath.

Advances in electronic access technologies are dramatically impacting space to house back issues. Because of the availability of on-line copies of back issues, we estimate it will be necessary to retain approximately only about one year of back issues in will be storageed. There will be longer runs for any items of historic interest.

SPATIAL RELATIONSHIPS

The Quiet Area which houses the current Magazine and Newspaper Area and study carrels and lounge chairs can be located anywhere in the library as long as the public can find it easily. Access to the Copy Center is required.

PROXIMITY: Copy Center **DIVISION SPACE SUMMARY** Quiet Room TOTAL: **490**

Functional Activity

Library patrons will browse and read current magazines and newspapers and use individual study carrels in this space, which is the library's "study". Library computers will not be placed in this room. The space should be comfortable, attractive, and inviting for relatively long stays. Permanent artwork or historic photos will be displayed in this room. Spanish and English current magazines and newspapers for adults will be displayed face out on sloped shelves with back issues stored beneath the current issue on pull up shelves. Magazines for teens and children will be in the areas designated for them.

-Occupancy

LOUNGE SEATS: 6

TECHNOLOGY WORKSTATIONS: 4

-MEETING ROOM SEATS: 0

Relationships

The location of the Quiet Room is flexible. Wherever it is located, it will be advantageous if the staff at the Information Desk or Check Out Desk can provide supervision and assistance as needed.

PROXIMITY: Copy Center Information Desk or Check Out Desk

-Flexibility

This area may need to be expanded, reduced or converted. There is a higher probability of change in this area than in many others, so flexibility is an absolute requirement.

Fenestration

Although natural light is highly desirable in this space, east and west facing windows are to be

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avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

-Finishes

This area is the library's study, and it is important to create an inviting, comfortable, and relaxing area. Accent wall colors and colors different but complimentary to the rest of the library scheme may be used. Historic or other permanent community photos may be used in this room.

The floor finishes must be stain-resistant, dirt repellant, durable, attractive and as maintenance free as possible since they will get very heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean.

CEILING:	Acoustical tile
WALLS:	Paint (Latex semi-gloss recommended; Sisal, Vinyl, or
	Fabric wall covering; Corner guards for columns and walls; Hanging
	track for art work;
	Vinyl or carpet cove base
FLOOR:	Anti-static carpet tile or heavy weight commercial anti-static carpet
	with enhanced backing (No carpet pad permitted):

Access

The Current Magazine and Newspaper Display and Seating Area must be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Current periodicals must be accessible with a maximum side reach of 54" above the finished floor (48" preferred), and a front reach of no more than 48" above the finished floor. Shelving units should be no higher than 66" inches, or three sloped display shelves, high. Range and side aisles in magazine display areas must be a minimum of 44" wide.

A minimum of 5%, but no less than one, of all fixed or built-in seating, tables, counters or carrels will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with a least one unobstructed side of the floor space adjoining an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

The library will not install permanent computers in the Quiet Room, but laptop access is requested so access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

This is one area where library staff and users expect to maintain the traditional "silence". Noise reduction should be provided with acoustical finish and design of ceilings, floors and padded chairs.



Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 30 foot candles vertically at 30" above the floor on the periodical shelving. Lighting must be evenly distributed from one end of a range to the other and from the top to the bottom of the shelving unit. Provide non-glare and shadowless light for an even distribution of light on magazine covers.

Provide a minimum of 30 to 40 foot candles of ambient light supplemented with floor lamp or table lamp task lighting for a softer lighting quality. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one single data drop (jack) per seat for network-enabled tables or carrels. Provide network connectivity to at least one half of the tables and carrels in this area for laptop use. The outlets can be wall-mounted at 15" above the finished floor or in recessed floor boxes accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every two data drops provided.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space.

Security 5 4 1

The Quiet Room will be supervised by staff at the Information Desk or Check Out Desk. The bookstack and seating areas should be laid out to optimize visual supervision, however it may not be possible to have all areas visible to staff at the desk. A full or half window wall is requested.

-Signage

Required signage includes a major area directional and identification sign which can be seen from the Lobby and Information and Check Out Desks. This directional sign ("Quiet Room: Magazines & Newspapers) must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("Periodicals") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

A changeable insert sign system is required for stack end panels. Three shelf face sign carriers will be required for each pull up hinged shelf.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory, symbol flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "No Cell Phones"), changeable and permanent information signs (e.g., "Magazines Do Not Circulate"), and donor recognition plaques.

Furniture & Equipment and Shelving Units UNIT—UNIT-EXTENDED QTY Sq. Ft. Sq. Ft. Description of Shelving Units 36" Aisle SF 66"H Newspaper Display Shelving W/ 3 Shelv -2-Current Newspapers 44" Aisle SF 66"H Magazine Display Shelving W/3 Shelves -20-Current Spanish Language Magazines 44" Aisle SF 66"H Magazine Display Shelving W/3 Shelves -12-Current Magazines 44" Aisle SF 66"H Newspaper Display Shelving W/3 Shelve--4-Current Spanish Language Newspapers Description of Furniture & Equipment Units Chair, Lounge Chair, Technology Workstation Lamp, Table Table, End

Technology Carrel

160

O.P. SPANISH LANGUAGE COLLECTION - 523 Sq. Ft.

FUNCTIONAL ACTIVITY

The primary function of this division is to house the Spanish Language Collection.

SPATIAL RELATIONSHIPS

The Spanish Language Collection should be easily accessible from the main entrance of the library. Patrons enter the Spanish Language Collection Area after passing through the security gates and/or the Browsing Area. Many library patrons use this collection exclusively and will exit the library via the Check Out Desk immediately upon making a selection in the stacks.

CLOSE: Circulation Services

PROXIMITY: Browsing

Library Entrance

DIVISION SPACE SUMMARY

Sq. Ft.

Spanish Language Collection

523 523

TOTAL:

Functional Activity

Patrons will enter this space to browse or look for specific authors or subjects, and then sometimes sit down or stand at a computer which will be set up to open up on the Library's Spanish Language Web page. This space will also house Spanish language audio-visual materials.

Occupancy

TECHNOLOGY WORKSTATIONS: 1

Relationships

The Spanish Language Collection should be located near toward the front of the library in close proximity to the Check Out Desk and the main entrance to the library. In Mendota over 40% of the adults are non-English speaking and many are not familiar with using used to the library. It should also be close to the Children's Area so that users can be close to their children.

CLOSE: Check Out Services, Children's Area

PROXIMITY: Browsing

Public Entrance & Lobby

Children's Area

Flexibility

It is unknown if the Spanish Language Collection or Non-Fiction and Fiction collections will grow or shrink. The outcome depends on the economic base of the community. To that end, flexibility should be a goal, while a potential expansion plan would be wise.

Fenestration

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens. Computer screens and workstations should be placed at right angles to any windows that may cause glare.

Finishes

The floor finishes must be stain-resistant, dirt repellant, durable, attractive and as maintenance free as possible since they will get very heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean.

CEILING: Acoustical tile

WALLS: Paint (Latex semi-gloss recommended); Sisal, Vinyl, or Fabric wall

covering; Corner guards for columns and walls; Hanging track;

Vinvl or carpet cove base

FLOOR: Anti-static carpet tile or heavy weight commercial anti-static carpet

with enhanced backing (No carpet pad permitted); Vinyl or tile

floor around any water fountains.

Access

The Spanish Language Collection Area must be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 1/2" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Side aisles, which run parallel to stack sections, can be no longer than 20 to 21 feet (6 to 7 stack sections) without a cross aisle (range aisle) provided to break up the side aisles. Both side and range aisles are required to be 36" wide. Main aisles are principale access routes, which run perpendicular to side aisles and must be a minimum of 44" wide. End aisles, which serve a single-faced section of stacks and run perpendicular to side aisles, must be a minimum of 36" wide with 44" required if side aisles are only 36" wide. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 54" above the finished floor.

If no other equal seating is available, a minimum of 5%, but no less than one, of all fixed or carrel built-in seating, tables, counters or carrels will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

Network access to the public for computers must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet requirements as outlined in the Signage Space Detail.

Acoustics

While this area will be relatively busy with patrons coming and going, it should provide some refuge from the hustle and bustle of the rest of the library. Adequate sound control must be provided through the use of acoustic ceilings and floors, wall treatment, and the location of the stacks. Bookstacks should be located as a buffer to the reader seating in this area so that patrons can escape for quiet reading, study or undisturbed thought.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 -60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books.

Provide a minimum of 30 to 40 foot-candles of light (with 50-foot candles preferred) at tabletop level in the seating areas. Provide high quality, non-glare light in the seating areas for reading books and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower side aisles and must be a minimum of 44" wide. End aisles, which serve a single-faced section levels of lighting are desirable.

Telecommunications

Provide one single data drop (jack) per reader seat, with a minimum requirement of network connectivity to the technology station. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes.

accommodating two, four or more drops (jacks). The data cabling can also be distributed via

conduit and J-boxes with the data drops integrated into the furniture. Associated power will be

required consisting of one duplex power receptacle for every data drop provided.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30"wide x 48"deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

The Spanish Language Collection will be supervised from the Information Desk or the Check Out Desk. The bookstack and seating area should be laid out to optimize visual supervision, however it may not be possible to have all areas visible to staff at the desk.

Signage

Required signage includes a major area directional and identification sign which can be seen from the Lobby and Information Desk and Check Out Desk. This directional sign ("Spanish Language Collection") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

Signage requirements may include directional signs for major collection categories, such as "Novellas." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, pictogram flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "Emergency Exit Only – Alarm will Sound"), changeable and permanent information signs (e.g., "Please Do Not Reshelve Library Materials"), and donor recognition plaques.

Signage will meet requirements as outlined in the Signage Space Detail.

All signs will be in English and Spanish.

Furniture & Equipment and Shelving Units

	UNIT	UNIT_E	XTENDED
	QTY	Sq. Ft.	Sq. Ft.
Description of Shelving Units			
36" Aisle SF 90"H Steel Shelving W/ 6 Shelves 3825 Spanish Language Non-Fiction	27	12	324
36" Aisle SF 90"H Steel Shelving W/ 7 Shelves 1750 Spanish Language Fiction	5	12	60
DVD SF Shelving Unit W/ 4 Sliding Browser Boxes 250 Spanish Language	3	12	36
Video Cassette Rotor Tower DF 66" Shelving Unit 650 Video Cassette, Spanish	3	18	54
Description of Furniture & Equipment Units			
Chair, Reader's	1	0	0
Computer, OPAC Desktop	1	0	0
Technology Carrel	1	45	45
Waste Basket	1	4	4

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Q. STAFF SERVICES - 228 Sq. Ft.

FUNCTIONAL ACTIVITY

The primary function of the Staff Services Area is to provide support for the entire staff of the library. This area includes a Staff Lounge with a Kitchenette, Staff Rest Rooms and a separate Staff Entrance.

SPATIAL RELATIONSHIPS

The Staff Services Area should be easily accessible from most staff areas and removed from the public areas of the library. It is a prime candidate for location in the back of house areas of the library. This area should be in the general proximity of the Circulation Workroom or at least easily accessible.

PROXIMITY: Branch Librarian's Office

DIVISION SPACE SUMMARY		Sq. Ft.
Kitchen		68
Lounge		160
Staff Rest Rooms		N/A
	TOTAL:	228

1. Kitchen - 68 Sq. Ft.

Functional Activity

The Kitchenette will provide space to prepare meals and refreshments for the staff during lunch, breaks and dinner. It is may serve as a kitchenette for the Meeting Room and the Literacy Tutoring room. If these relationships cannot be met alternate services must be established for the Meeting Room and Literacy Tutoring Room.

Relationships

Refreshments will be served from the Kitchenette to the Staff Lounge. The Kitchenette should also be close to the Custodial Sink and Supply Closet for quick clean up.

ADJACENT:	Branch Librarian's Office
	Book ReturnStaff Lounge
	Shipping Receiving
	——Staff Restroom
CLOSE:	———Staff Lounge
	Custodial Sink & Supply Closet
	Shipping Receiving

Flexibility

It is not anticipated that this area would change purpose or require expansion.

Fenestration

No windows required.

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Finishes

The finishes for this space should be light in color and easy to clean. Counters and work surfaces should be a high quality laminate with rounded corners and edges to prevent injuries. Textured surfaces on cabinet faces and appliances will hide dirt and fingerprints.

CEILING: Acoustical tile

WALLS: -Vinyl wall covering or Paint (Latex gloss or semi-

gloss recommended)

FLOOR: -Vinyl tile

Access

The Kitchenette will be accessible by means of a 36" minimum aisle and a 36" wide door with a minimum clearance of 32". Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed ½" in height.

The sink faucets must be the lever type, electronically activated, or approved self closing valves with a minimum 10 second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets. The Faucet shall be a gooseneck.

It is recommended, but not required, that a minimum of 30" of counter next to the sink be no higher than 34" high and that the sink area should be no higher than 34" above finished floor. Additionally a clear 19" depth for knee clearance, no sharp objects under the sink, and properly insulated hot water pipes and drains are strongly recommended. It is also recommended that if fixed storage cabinets, drawers, or lockers are provided that at least one of each type comply.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

HVAC

Ventilation must keep cooking odors from spreading through the library. Commercial fume hood may be required if cook top is included in the Kitchenette.

Illumination

Overhead lighting in combination with under cabinet task lighting and light colored finishes. Use occupancy sensors or motion detectors for energy savings.

Telecommunications

One wall-mounted voice outlet (one voice) suitable for a wall-mounted telephone, located near the door.

Security

This is a staff only area which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access, unless it is located within a secured staff area.

Signage

Required signage includes a permanent room identification sign ("Kitchenette") wallmounted on the latch side of the door at least 60" above the finished floor 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. A holder for built in changeable signs (8 l/2 by 11) signs should also be included. Additional signage requirement includes room identification number as assigned by facilities staff.

Furniture & Equipment and Shelving Units

J	LIMIT		VTENDER
	UNIT QTY	Sq. Ft.	XTENDEI Sq. Ft.
	QII	3q. Ft.	3q. rt.
escription of Furniture & Equipment Units			
Cabinets, Above Counter (Lockable)	5	0	0
Cabinets, Below Counter (Lockable)	5	0	0
Coffee Thermos	1	0	0
Cutting Board, Kitchen	1	0	0
Garbage Bin, Interior	1	15	15
Microwave Oven	1	0	0
Paper Cup Dispenser	1	0	0
Paper Towel Dispenser	1	0	0
Refrigerator	1	20	20
Sink	1	18	18
Stove Top, Electric	1	15	15
• ·	UNIT	UNITE	(TENDED
	QTY.	Sq. Ft.	Sq. Ft.
Telephone Handset	1	0	0
Toaster Oven	1	0	0
Water Purifier, Under Counter	1	0	0

2. Lounge - 160 Sq. Ft.

Functional Activity

This room is for the staff to relax and prepare meals in-during breaks, lunch, and dinner. This area should be comfortable, guiet and relaxing.

Relationships

The Staff Lounge will be adjacent to the Staff Rest Rooms, which should not open directly into the Staff Lounge. The Staff Lounge should be close to the Staff Entrance, and in proximity to the Custodial Sink and Supply Closet.

ADJACENT: Kitchenette

Staff Rest Rooms

CLOSE: —Custodial Sink & Supply Closet

Flexibility

It is not anticipated that this area would expand or change purpose.

Fenestration

Exterior windows are required, and a pleasant view highly desirable. Exterior windows in staff areas should be provided with roller shades or other light control devices. Staff

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areas may have operable windows.

Finishes

In keeping with the room's purpose, finishes should be soothing and informal. This area will not have the heavy use of the public areas.

CEILING: Acoustical tile

WALLS: Paint (Latex semi-gloss recommended); Vinyl or carpet cove

base; Tackable surface

Anti-static carpet tile or anti-static carpet with enhanced backing FLOOR:

(No carpet pad permitted); Vinyl tile in front of the kitchen unit

Access

The Staff Lounge will be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 1/2" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors, which serve an occupancy load of 10 or more, must be a minimum of 44" wide.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed ½" in height.

The sink faucets must be the lever type, electronically activated, or approved self closing valves with a minimum 10 second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets.

It is recommended, but not required, that a minimum of 30" of counter next to the sink be no higher than 34" and that the sink area should be no higher than 34" above the finished floor. Additionally a clear 19" depth for knee clearance, no sharp objects under the sink, and properly insulated hot water pipes and drains are strongly recommended. It is also recommended that if fixed storage cabinets, drawers, or lockers are provided, that at least one of each type comply.

Acoustics

The Staff Lounge can become somewhat noisy during break and meal times. Good acoustical control is important in order to keep the noise from carrying into public areas and vice versa. Standard acoustical dampening strategies must be utilized. Adequate sound isolation must be provided through the use of acoustic ceilings, floors and wall treatment. The primary strategy for noise control will be to locate this space away from offices, workrooms, meeting and conference rooms, collection and reader seat areas, and other areas requiring quiet.

HVAC

Separate temperature control is required. Comfort level to be set at 68° to 72° during heating and 72° to 78° during cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 10 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must keep cooking odors from spreading through the library.

Commercial fume hood may be required if cook top is included in the Staff Lounge. HVAC vents should be located to avoid drafts on occupants.

Illumination

A combination of natural, incandescent, and fluorescent lighting to provide a soft, warm ambient light. Task lighting should be provided to supplement light levels over the tables and with table lamps on the end tables. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable. Use occupancy sensors or motion detectors for energy savings.

Telecommunications

One standard duplex communications outlet (one voice and one data) co-located with associated power distributed on at least three of four available walls coordinated with the furniture layout mounted at 15" above the finished floor.

Security

This is a staff only area which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access, unless it is located within a secured staff area.

Signage

Signage will meet all accessibility requirements as outlined in the Signage Space Detail. Required signage includes a permanent room identification sign ("Staff Lounge") wallmounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

Furniture & Equipment and Shelving Units

r annitare a zquipment and enerting enite	UNIT QTY	UNIT_EX	KTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Chair, Café	3	0	0
Chair, Staff Lounge	2	35	70
Locker	5	5	25
Rack, Literature Display Handout	1	0	0
	UNIT	UNIT_EX	KTENDED
	QTY	Sq. Ft.	Sq. Ft.
Table, Café	1	65	65
Telephone Handset	1	0	0

3. Staff Rest Room - 0 Sq. Ft.

Functional Activity

This space will provide rest rooms exclusively for the library staff with an appropriate number of fixtures based upon the size of the staff and the local code requirements.

Relationships

The Staff Rest Room should be adjacent to the Staff Lounge but should not open directly

into the lounge. They should also be close to the Staff Kitchenette and the Custodial Sink and Supply Closet. The Rest Room should not be accessible to the public.

ADJACENT: Staff Lounge

CLOSE: ——Custodial Sink & Supply Closet

Kitchenette

Flexibility

-This space requires minimal or no flexibility unless ADA accommodation requirements change.

Fenestration

No windows required.

Finishes

Finishes must be durable, non-slip and low maintenance.

CEILING: Water resistant gypsum board with chemical resistant latex paint WALLS: ——Glazed ceramic tile or partial tile and water resistant wall

board

FLOOR: ——Unglazed ceramic tile with dark grout; Floor drain

FIXTURES: Sinks: Self-activated

Commodes: Self-activated, wall hung

Access

Accessible sanitary facilities must be provided for staff.

The rest rooms will be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors, which serve an occupancy load of 10 or more, must be a minimum of 44" wide. A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed ½" in height.

The top of the toilet seat must be 17" to 19" above finished floor. The toilet paper dispenser must be located a minimum of 19" high, within 12" of the front edge of the toilet seat, and provide a continuous paper flow. Side (minimum 42" long) and rear (minimum 36" long) grab bars, which will support at least 250 pounds, are mounted at 33" above the floor.

The lavatory sink height should not exceed 34" and a knee clearance of 29" will be provided. Paper towel dispensers and automatic hand dryers must meet forward and side reach requirements. The sink faucets must be the lever type, electronically activated, or approved self-closing valves with a minimum 10 second flow. Faucets must be operable with a single wall-

hand and not require any twisting of the wrist, pinching, or tight
_____grasping. A maximum of 5 pounds of force can be required to operate the faucets.

Audible and visual emergency warning alarms are required. Signage will meet all

accessibility

requirements as outlined in the Signage Space Detail.

Acoustics

All reasonable acoustic dampening is appropriate for the rest rooms. Automatic hand dryers must be adequately sound dampened from adjacent spaces.

HVAC

Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Provide an adequate supply of exhaust and intake air to promote comfort and protect health, with a minimum of 12 air exchanges per hour.

Illumination

Warm lighting with bright lighting for mirrors. Use occupancy sensors or motion detectors for energy savings.

Security

This is a staff only area which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access, unless it is located within a secured staff area.

Signage

Required signage includes a door-mounted geometric identification symbol to identify Men's (Equilateral triangle ¼" thick with edges 12" long pointing upward), Women's (12" diameter circle ¼" thick), or Unisex facilities (12" diameter circle with ¼" thick triangle superimposed within the circle), which contain no pictogram or letters, centered on the rest room door 60" above the floor in a color which distinctly contrasts with the color of the door.

Additional required signage includes a universal pictogram (white figures on a blue background) and the universal symbol of accessibility; and a verbal description of the room placed immediately below the accessibility symbol ("Staff", "Unisex", "Men" or "Women") wall-mounted 60" above the finished floor adjacent to the latch side of the door. Characters on the mounted signs must be 1/32" raised uppercase sans serif type accompanied by Grade II Braille. Additional signage includes a room identification number as assigned by facilities staff.

Furniture & Equipment and Shelving Units

	UNIT UNIT_EXTENDED		
	QTY :	Sq. Ft.	Sq. Ft.
Description of Furniture & Equipment Units			
Commode	1	0	0
Hand Dryer	1	0	0
Mirror	1	0	0
Paper Towel Dispenser	1	0	0
Sink And Counter	1	0	0
Soap Dispenser	1	0	0
Stall	1	0	0

R. —YOUNG ADULT - 460 Sq. Ft

FUNCTIONAL ACTIVITY

The function of this division is to provide services to young adults (primarily ages 14 to 18) by giving them a space in the library that they can call their own with collections and special study areas. Younger children (pre-teens) may also use this area. Young Adults will use much of the library's fiction and non-fiction collection; this area will feature books of special interest to them. Young Adults will share the Audio-Visual Area with Adults.

In this space, the needs of young adults can be met with special collections, limited privacy, and the ability for young adults to exchange ideas conversationally without disturbing other patrons or staff.

SPATIAL RELATIONSHIPS

The Young Adult Services Area should be very close to the Audio-Visual Collection Area since young adults will be heavy users of this collection. There should be line of site supervision from the Information Desk, but the desk should be far enough away so that youth using this area have a sense of privacy and their noise does not disturb patrons who need quiet for study or research. Youth will meet with staff at the Information Desk for assistance with their questions.

The Young Adult Services Area should not be located too near the Children's area since youth of this age are frequently trying to separate themselves from the image of being children and think of themselves more as adults than children

CLOSE: Audio-Visual Area

PROXIMITY: Information DeskInformation Desk and Reference Collection

Non-Fiction & Fiction Collection

AWAY: Children's Area

DIVISION SPACE SUMMARY

Sq. Ft.

Young Adult Collection & Seating

460

TOTAL:

460

Functional Activity

Young adults will congregate in this space to find books and magazines, and to read, study and talk with their friends. There will be a good deal of interaction between the young people, and the tables and chairs should be arranged to permit some socializing. This area should be somewhat out of the way to keep the noise level from disturbing other library patrons, however staff at the Information Desk must easily supervise the space.

Occupancy

READER SEATS: 2

TECHNOLOGY WORKSTATIONS: 2

Relationships

The Young Adult Collection & Seating Area should be close to the Audio-Visual Collection and Seating Area. Young adults will be some of the heaviest users of the

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Audio-Visual -materials and will be going back and forth between these two areas. This area should be within line of site of the Information Desk so staff may supervise the young adults, but the space should not be near the Children's area. The Young Adult Collection and Seating Area should be visible from the Information Desk so that the staff can assist teens with homework assignments and encourage them to use other library resources.

CLOSE: -Audio-Visual Collection & Seating

PROXIMITY: Information DeskInformation Desk and Reference Collection

AWAY: Children's Area

Flexibility

This area may need to be expanded in the future as the collection grows. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Fenestration

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens.

Finishes

All finishes in this area must be as indestructible as possible. The floor finishes must be stain-resistant, dirt repellant, durable, attractive and as maintenance free as possible since they will get very heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean. Since a special effort is being made to serve young adults in this area, the interior design should include graphics, banners, and posters that appeal to teens.

Acoustical tile CEILING:

WALLS: Paint (Latex semi-gloss recommended); Sisal, Vinyl, or Fabric wall

> covering with tackable acoustical panels; Corner guards for columns and walls; Hanging track; Vinyl or carpet cove base

Anti-static carpet tile or heavy weight commercial anti-static carpet FLOOR:

with enhanced backing (No carpet pad permitted); Vinyl or tile

floor around any water fountains

Access

The Young Adult Collection and Seating Area must be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 ½" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Aisles in stack areas must comply with accessibility requirements. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 54" above the finished floor.

A minimum of 5%, but no less than one, of all fixed or built-in seating, tables, counters or carrels will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from

28" to 34" above the finished floor.

Network access is available to the public and access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Acoustics

A moderate to high level of acoustical dampening is required to keep noise generated in this area from spreading throughout the library. Adequate sound isolation must be provided through the use of acoustic ceiling, floor, and wall treatment.

HVAC

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Illumination

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books. Books housed on single-faced shelving units should be highlighted to attract patrons to these collections. Spotlights are not acceptable.

Provide a minimum of 30 to 40 foot candles foot-candles of light (with 50 foot candles preferred) at table toptabletop level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens.

The use of non-glare accent lighting to highlight this space is encouraged to help draw young adults to this area. Consider use of neon light in this space to attract young adults. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Telecommunications

Provide one single data drop (jack) per reader seat. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, built into the furniture or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles

and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Security

Staff at the Information and Check Out will supervise this area. It is critical that staff can view the entire space, including bookstack and seating areas. If this space is located within a room for sound attenuation, a window wall should provides unobstructed views of the occupants in the room from the Circulation and/or Information Desks.

Signage

Required signage includes a major area directional and identification sign which can be seen from the Lobby, Check Out Desk, OPAC Area, and Information Desk. This directional sign ("Young Adults") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("Young Adults") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Signage requirements may include directional signs for major collection categories, such as "Classics," "Paperbacks," and "New Books." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, symbol flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "No Food or Drink"), changeable and permanent information signs (e.g., "Please do not reshelve library materials"), and donor recognition plagues.

All signs will be in English and Spanish.

Furniture & Equipment and Shelving Units

EXTENDE	UNIT D UNITE	<u>UNIT</u> XTENDEI)
	QTY	Sq. Ft.	Sq. Ft.
Description of Shelving Units			
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves 875 Young Adult Non-Fiction	6	12	72
36" Aisle SF 66"H Steel Shelving W/ 5 Shelves	1	12	12
175 Young Adult Fiction 36" Aisle SF 66"H Steel Shelving W/ 5 Shelves	3	12	36

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525 Young Adult			
44" Aisle SF 66"H Magazine Display Shelving W/3 Shelves	1	14	14
8 Young Adult Current Magazines			
Paperback "Spinner" W/ 4 Rotor Towers	2	70	140
700 Young Adult Paperbacks			
Description of Furniture & Equipment Units			
Chair, Lounge	2	35	70
Chair, Technology Workstation	2	0	0
Computer, Public Desktop	2	0	0
Table, End	1	12	12
Technology Carrel	2	50	100
Waste Basket	1	4	4

IX.Preliminary Project Budge Please see next page.	r t	

Karen Bosch Cobb DATE: 15-Aug-02

REVISE 23-Feb-03 PH.:559/488- FAX: 559/488-1971

3438

PROJE Mendota Fresno County Library CT:

LOCATI Mendota 2420 Mariposa

ON: Fresno, CA 93721

PROJECT COMMENT:

D:

This is the template based on construction contract awarded at Caruthers for \$257 Base construction cost is \$173 This projects construction beginning in three years and cost is to mid point of construction

SQ. FT.: 12919 \$2,234,987 New

TYPE CONSTRUCTION: OCCUPANCY GROUP: REQUIRED REVIEWING

AGENCIES:

SUBTOTAL

1A

4B

CONSTRUCTION PERIOD:

CONSTRUCTION COST SUB-TOTAL		\$2,234,987	
ESTIMATE CONTINGENCY FACTOR	0.15 DPC	\$335,248	\$2,570,235
DIFFICULTY FACTOR	0 DPC	\$0	\$2,570,235
GEOGRAPHICAL ESCALATION	0 DPC	\$0	\$2,570,235
MARKET ESCALATION	0.035 DPC	\$89,958	\$2,660,193
GENERAL CONDITIONS	0.065 DPC	\$172,913	\$2,833,106
ESCALATION (project begins in three years & to	0.135 DPC	\$382,469	\$3,215,575

construction mid-point)

COBTOTAL		Ψ0,210,010
BONDS	0.0125 DPC	\$40,195
CONTRACTORS PROFIT	0.075 DPC	\$241,168
TOTAL ESTIMATED CONSTRUCTION PRICE		\$3,496,938

1B SUPPLEMENTAL WORK ITEM 0.03 DP 104908. L.S. \$104,908

CONSTRUCTION CONTRACT BID \$3,601,846 2 ANTICIPATED CONTRACT CHANGE ORDER COSTS 0.05 DPC \$174,847

TOTAL CONSTRUCTION COST \$3,776,693 \$292.34 PSF

\$3 215 575

NON-CONSTRUCTION PROJECT COSTS:

3	PROFESSIONAL DESIGN SERVICES		
ЗА	A/E CONTRACT FEES(includes 1.5% for Interior	0.0925	\$333,171
	Design Services)		
2D	A/E EVIDA CEDVICES	0.4 DDT	000 017

A/E EXTRA SERVICES 0.1 DPT \$33,317 3B 3C A/E BLDG. COMMISSIONING 0.015 LS \$52,454 3D OTHER MISC. CONTRACTS 0 L.S. \$22,500

4	QUALITY ASSURANCE & CONSTRUCTION CONT		\$52,454	
4A	CONTRACTED CONSTRUCTION MGMT.	0 LS	\$0	<u> </u>

SERVICES CONTRACTED MATERIALS TESTING & 0.015 LS \$52,454 QUALITY ASSURANCE

5	COUNTY PROVIDED SERVICES			\$450,278
5A	DESIGN SERVICES CONTRACT	0.05 LS	\$174,847	

5B **BID ADMINISTRATION** 0 HR PHR \$8,500 S PRINTING & ADVERTISING 50 set 5C \$9,400 LS \$9,400 COSTS

AGENCY ENVIRON./PLANNING 5D 1 LS 0 LS \$7,500

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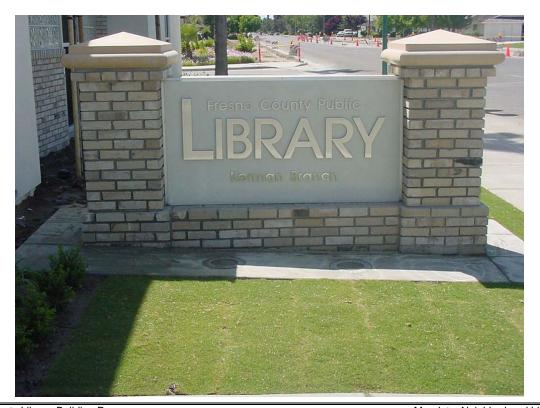
\$441,442

5E 5F 5G	REVIEWS COSTS \$7500 AGENCY REVIEW FEES FIRE INSURANCE COUNTY CONSTRUCTION ADMIN.	8 to 12	M O	0.02 DPC 0.0015 DPC 0.05 LS	\$69,939 \$5,245 \$174,847	
6	COUNTY PROVIDED MATERIALS EQUIPMENT	&				\$476,195
6C	TELEPHONE COSTS		14 ST AT	120 /STA T	\$1,680	
6D	FIXED EQUIPMENT WORKS OF ART	1% of Co	LS	·	\$22,350	
6E	OWNER PROVIDED FURNISHINGS & MATERIALS		\$35 SQ	\$35	\$452,165	
6F	LAND COSTS				\$0	
7	MOVING EXPENSE					\$0
7A	MOVING EXPENSE		0 S.F	1.0 S.F.	\$0	
8	DEMOLITION COSTS					\$0
8A	DEMOLITION OF STRUCTURES				\$0	<u> </u>
8B	HAZARDOUS WASTE TAX		0 SF	250 /TO N	\$0	
8C	ASBESTOS CONSULTING		LS	0.0	\$0	
8D	SPECIAL ENGINEERING		LS	0.0	\$0	
8F	OTHER CONTRACTS		LS	0.0	\$0	
	SUBTOTAL OF NON-CONSTRUCTION RELATED PROJECT COSTS				\$1,420,369	
	TOTAL PROJECT COST				\$5,197,062	
			***************************************		\$402.28	PSF TTL. COST

N.Appendix II.C.1 N.Service Area Map

Appendix V.D.1 Sample Exterior Signs





Mendota Neighborhood Library

Appendix V.M.1 Fresno County Library Signage Policy

Signs are obtained in various times and ways. As many as possible are purchased at the time of construction or when a facility is rented. (A, C and D below.) Some signs are supplied by the library (B and F Below). Signs listed in E below may be made in house or may require a budget request, depending on the overall sign plan for the library.

- A. Exterior Building Signs: The library has an approved design for placement on exterior monument and the exterior front of the building. Layout and purchase is coordinated by Facilities Planning. This sign is included in the construction contract in all new facilities.
- B. Door and Window Signage: The following are approved signs for placement on the window or door of a library:
 - 1. Hours of Opening: A standardized sign is used and inserts are made by Graphics.
 - 2. No food/drink decal: Provided by Graphics.
 - 3. Holiday Signs: A package of approved signs is sent annually to each branch.
- C. Building Signs such as rest room, janitor's closet, conference room, etc, must meet ADA requirements for lettering, Braille, and placement. These signs are provided as a part of all new construction.
- D. Service/Desk Signs designating general areas of the library (Information, Reference, Teens, Children, Check out, Registration, etc.) are coordinated with other signage in the library or the interior design and are designed by the architect and installed as a part of the construction contract.
- E. Stack signs labeling collections and Dewey numbers, or designating collections are to be selected during the time of interior design. The signs are to be ordered either with the shelving order or as a part of the furnishings order.